

COLLECTIVE BARGAINING AGREEMENT

Between

**Local 73 - SERVICE EMPLOYEES INTERNATIONAL UNION
(S.E.I.U.), AFL-CIO**

And

**COUNTY OF COOK/RECORDER OF DEEDS
(AS JOINT EMPLOYERS)**

December 1, 2012 through November 30, 2017

Effective upon Approval by the Cook County of Commissioners

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COLLECTIVE BARGAINING AGREEMENT

PREAMBLE

This Collective Bargaining Agreement is entered into between the County of Cook and the Recorder of Deeds as joint employers of employees covered by this Agreement (hereinafter collectively referred to as the "Employer") and Local 73 - Service Employees International Union (S.E.I.U.), AFL-CIO (hereinafter referred to as the "Union").

ARTICLE I

Recognition

Section 1.1 Representative Unit:

The Employer recognizes the Union as the sole and exclusive representative for all employees of the Employer in the job classifications set forth in Appendix A of this Agreement and excluding all confidential employees, technical, professionals, supervisors, managers, seasonal employees, all industrial relations and personnel department employees.

Section 1.2 Union Membership:

The Employer does not object to Union membership by its employees, and believes that certain benefits may inure from such membership. For the purpose of this Section, an employee shall be considered to be a member of the Union if he/she timely tenders the dues and initiation fee required as a condition of membership.

Section 1.3 Dues Check-off:

With respect to any employee from whom the Employer receives individual written authorization, signed by the employee, in a form agreed upon by the Union and the Employer, the Employer shall deduct from the wages of the employee the dues and initiation fee required as a condition of membership in the Union, or a representation fee, and shall forward such amount to the Union within thirty (30) calendar days after close of the pay period for which the deductions are made. The amounts deducted shall be set by the Union, and the Employer shall continue to retain a service charge of five cents (5¢) for making each such deduction.

The Union shall advise the Employer of any increase in dues, fair share fees, or other approved deductions in writing at least forty-five (45) days prior to its effective date. The Employer shall implement the increase in the first full period on or after the effective date.

Section 1.4 "Fair Share":

1. The County shall grant "Fair Share" to the Union in accordance with Sections 6(e)-(g) of the Illinois Public Labor Relations Act upon satisfactory demonstration to the County that the Union has more than fifty percent (50%) of the eligible employees in the bargaining unit signed up as dues paying members. Once this condition has been met, all employees covered by this Agreement will within thirty (30) days of the Union meeting said condition or within thirty (30) days of their employment by the County either (1) become members of the Union and pay to the Union regular Union dues and fees or (2) pay to the Union each month their fair share of the Union's costs of the collective bargaining process, contract administration and pursuing matters affecting employee wages, hours, and other conditions of employment.

2. Such fair share payment by non-members shall be deducted by the County from the earnings of the non-member employees and remitted to the Union, provided, however, that the Union shall certify to the County the amount constituting said fair share, not exceeding the dues uniformly required of members of the Union, and shall certify that said amount constitutes the non-members' proportionate share of the Union's costs of the collective bargaining process, contract administration and pursuing matters affecting employee wages, hours and other conditions of employment.
3. Upon receipt of such certification, the County shall cooperate with the Union to ascertain the names of and addresses of all employee non-members of the Union from whose earnings the fair share payments shall be deducted and their work locations.
4. Upon the Union's receipt of notice of an objection by a non-member to the fair share amount, the Union shall deposit in an escrow account, separate from all other Union funds, fifty percent (50%) of all fees being collected from non-union employees. The Union shall furnish objectors and the County with verification of the terms of the escrow arrangement and, upon request, the status of the fund as reported by the bank.
5. The escrow fund will be established and maintained by a reputable independent bank or trust company and the agreement therefore shall provide that the escrow accounts be interest bearing at the highest possible rate; that the escrowed funds be outside of the Union's control until the final disposition of the objection; and that the escrow fund will terminate and the fund therein be distributed by the terms of an ultimate award, determination, or judgment including any appeals or by the terms of a mutually agreeable settlement between the Union and an objector or group of objectors.
6. If an ultimate decision in any proceeding under state or federal law directs that the amount of the fair share should be different than the amount fixed by the Union, the Union shall promptly adopt said determination and notify the County to change deductions from the earnings of non-members to said prescribed amount.

Section 1.5 "Fair Share": Administrative/Professional Unit:

The Recorder of Deeds agrees that within thirty (30) days of hire or thirty (30) days of signing this Agreement, all members of the Administrative and Professional Unit (consisting of Title Officers, Accountant III, Examiner of Titles I and Surveyors) from whom there is no dues deduction card on file shall be subject to a fair share fee to be determined by the Union consistent with Section 6(e)-(g) of the Illinois Public Labor Relations Act.

Section 1.6 Religion Exemption:

Employees who are members of a church or religious body having a bona fide religious tenet or teaching which prohibits the payment of a fair share contribution to a union shall be required to pay an amount equal to their fair share of Union dues, as described in Section 1.4, to a non-religious charitable organization mutually agreed upon by the Union and the affected employees as set forth in Section 6(g) of the Illinois Public Labor Relations Act.

Section 1.7 Maintenance of Membership Provision:

Any employee who is paying dues or an amount equal to dues may stop those payments by giving written notice to both the Employer and the Union during the period not less than thirty (30) and not more than forth-five (45) days before the annual anniversary date of the employer's authorization or the date of termination of the applicable contract between the Employer and the Union, whichever occurs sooner. The Employer will honor employee check-off authorization unless they are revoked in writing during the window period, irrespective of the employee's membership union.

Section 1.8 SEIU Cope:

The Union has established a political action committee which is called SEIU COPE. Union members may contribute voluntarily to this committee to support the political activities of the Union.

The Employer agrees to deduct the contribution amount established by the committee per pay period, from the wage of employees who voluntarily authorize in writing such deductions. Such amounts shall be forwarded thirty (30) days after the close of the pay period for which the deductions are made.

Section 1.9 Indemnification:

The Union shall indemnify and save the County harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of any action taken by the County for the purpose of complying with any provisions of this Agreement. If an incorrect deduction is made, the Union shall refund any such amount directly to the involved employee.

Section 1.10 Neutrality:

If the Union seeks to represent a group or groups of employees not covered by this Agreement, the Employer shall maintain a neutral position and shall not attempt to influence the decision of such employees with respect to Union representation. Representation shall be granted to the Union based upon voluntary procedures of the Illinois Public Labor Relations Act and Illinois Local/State

ARTICLE II
Employer Authority

Section 2.1 Employer Rights:

The Union recognizes that the Employer has the full authority and responsibility for directing its operations and determining policy. The Employer reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon it and vested in it by the statutes of the State of Illinois, and to adopt and apply all rules, regulations and policies as it may deem necessary to carry out its statutory responsibilities; provided, however, that the Employer shall abide by and be limited only by the specific and express terms of this Agreement, to the extent permitted by law.

Section 2.2 Employer Obligation:

The Union recognizes that this Agreement does not empower the Employer to do anything that it is prohibited from doing by law.

Section 2.3 Integrity of Bargaining Unit:

Non-Bargaining unit employees shall not be permitted to perform bargaining unit work except in emergency situations, in training situations where a supervisor or management personnel is teaching or instructing an employee, or where bargaining unit members are unavailable through no fault of the Employer to perform required work than with normal absenteeism and vacations, or where circumstances exist which are out of the ordinary and beyond the control of the employer.

If non-bargaining unit employees repeatedly perform bargaining unit work, this issue shall immediately be grievable at the second step of the grievance procedure.

Section 2.4 Union and Employer Meetings:

For the purpose of conferring on matters of mutual interest which are not appropriate for consideration under the grievance procedure, the Union and Employer agree to meet periodically through designated representative at the request of either party and mutually agreed upon times and locations. The Union and Employer shall each designate not more than five (5) representatives to a labor-management committee for this purpose.

Section 2.5 Labor Management Meeting on Career Development:

Labor Management meetings will be held periodically to discuss employee training and education as well as job classifications. The Labor Management Committee may call to the attention of the Recorder any existing jobs which it feels are incorrectly classified. The Recorder will review these, and if possible, any changes will be requested in the following fiscal year budget. The Labor Management Committee may also make recommendations to the Recorder and County concerning courses and in-service training to enhance career opportunities for employees in the bargaining unit. The Recorder will appoint a specific management representative to this Committee within thirty (30) days of the effective date of the Agreement.

Section 2.6 Union and County Meetings Respecting Health Care:

For the purpose of maintaining communications between labor and management in order to cooperatively discuss issues respecting health care coverage for all County employees, each Local Union, the County and members of bargaining units not covered by this Agreement shall meet quarterly through designated representatives. Each Local Union shall designate not more than one (1) representative to the Health Care/Management Committee. The County, through its Office of Risk Management, shall prepare and submit an agenda to the other parties at least one (1) week prior to the scheduled meeting, which agenda shall address, among other things, issues raised by each Local Union to the Office of Risk Management. The date and location for such meetings shall be established by the Office of Risk Management, taking into account the scheduling concerns of all County bargaining units.

ARTICLE III

Hours of Work and Overtime

Section 3.1 Purpose of Article:

The provisions of this Article are intended to provide the basis for calculating overtime pay, and shall not be construed as a guarantee of hours of work per day or days per week or pay in lieu thereof, or as a limitation upon the maximum hours per day or per week which may be required.

Section 3.2 Regular Work Periods:

The regular work day for a full-time employee shall consist of eight (8) consecutive hours of work within the twenty-four (24) hour period beginning at his/her scheduled starting time. The length of paid lunch periods and breaks presently granted shall remain in effect.

Employees shall be paid once every two (2) weeks (bi-weekly). If possible, checks shall be distributed before lunch time on pay day.

Section 3.3 Compensatory Time and/or Overtime Compensation:

- A. Employees may be assigned to overtime work provided that such overtime shall be limited to either emergency condition which cannot be deferred and which cannot be performed with the personnel available during normal work hours, or because of an abnormal peak load in the activities of the institution or department.
- B. An employee shall be paid one and one-half (1 ½) times the average of the employee's regular hourly rate (including and differential) for all hours worked in excess of eight (8) hours in any regular work day, or over forty (40) in any regular work week. Employees shall not be laid off from their regularly scheduled hours of work to avoid payment of overtime. Hours in pay status, with the exception of sick time, shall count as time worked in computing overtime.
- C. Employees shall receive payment for overtime worked within thirty (30) days following the pay-period in which the employee worked the overtime. The Employer shall also allow the overtime check to be paid through direct deposit for those employees who choose direct deposit.
- D. The employer may request in writing and the Employer may, in lieu of overtime pay, grant compensatory time off at the rate of one and one-half (1 ½) hours for each hour of overtime worked. All denials of a request shall be accompanied by an explanation.
- E. An employee may "bank" up to two hundred forty (240) hours (four (4) weeks) of compensatory time. All overtime worked above this limit must be compensated for in accordance with subsection B of this Section.
- F. An employee terminating employment with the County shall be paid for unused compensatory time in accordance with the Fair Labor Standards Act (FLSA).

- G. The Employer shall allow employees to take accrued compensatory time off within a reasonable period after making the request when such time off does not unduly disrupt the operation of the office.

Section 3.4 Overtime Work:

Employees will be expected to perform any reasonable amounts of overtime work assigned to them. The Recorder/Designee will attempt to assign overtime work to the employees who are immediately available when the need for overtime occurs and who normally and customarily perform the work involved, except that in cases of emergency the Recorder/Designee may assign the overtime work to any employees immediately available. It is the intention of the parties that overtime will be distributed equitably among the employees in the same job classification within a work section. Overtime opportunities shall be made available to employees of the Recorder within their specific job classifications as equitable as possible and rotated on the basis of efficiency ratings and seniority employees choose not to work. In order to qualify for overtime work, an employee, must not have been in "zero" time status during the preceding week.

Section 3.5 Flextime:

Requests by employees for flextime schedules will be granted if practicable to do so. The scheduling of flextime shall be by mutual arrangement between the employee and his/her supervisor. Flextime shall not be granted or denied in a discriminatory or arbitrary manner.

Section 3.6 Grace Periods:

The Employer agrees that all employees will be provided a five (5) minute grace period at the beginning of each day before the person is considered late for work and each employee shall be granted with a reasonable period of time to close out their work day at the end of each shift.

Section 3.7 Flextime Recorder of Deeds Supervisors:

Requests by employees for flextime schedules will be granted if practicable to do so. The scheduling of flextime shall be by mutual arrangement between the employee and his/her supervisor. Flextime shall not be granted or denied in a discriminatory or arbitrary manner. All agreements reached regarding flextime schedules will be reduced to writing and signed by the employee, his/her supervisor, the Division Director and the Director of Human Resources. The flextime schedule will become effective upon verbal approval by the Division Director and will remain the employee's regular scheduled hours of work unless disapproved by the Director of Human Resources or until the schedule is changed or eliminated.

The parties agree that the Employer may offer telework opportunities. If the Employer chooses to offer such opportunities, the Employer may enter into direct discussion with the affected employee(s) regarding the components of a written telework agreement. Such agreements shall be between the affected employee(s) and the department. Upon request, the Employer shall meet and confer with the Union regarding the agreements. The agreements will address the treatment of work time in the event of equipment failure.

Section 3.8 Extreme Weather/Emergency Conditions:

While it is recognized that the Cook County Recorder of Deeds has an obligation to maintain regular hours to the public, it is also recognized that there are emergencies which may necessitate closing all or part of a regular working day. In the event of serve weather conditions or other emergency conditions, and timely notice is provided to management, employees will be notified via the Cook County Recorder of Deeds website of emergency closing and via a closure message on the main telephone, if and when the County enables this customization.

ARTICLE IV
Seniority

Section 4.1 Probationary Period:

After the date of this Agreement, the probationary period for a new employee, or an employee hired after a break in continuous service, shall be ninety (90) calendar days. The probationary period shall be extended for a period equal to the time required for any basic training required of any probationary employees, and the Union shall be consulted about the instituting of any such training which extends the probationary period. A probationary employee shall have no seniority and may be terminated at any time during the probationary period for any just cause and shall have no recall rights or recourse to the grievance procedure with respect to any such discipline or discharge. Upon completion of the probationary period, the employee's seniority shall be computed as of the date of his/her most recent hire.

Section 4.2 Definition of Seniority:

For purposes of this Article, seniority is defined as an employee's length of most recent continuous employment with the Recorder of Cook County since his/her last hiring date as a full-time employee and as a regular part-time employee entitled to benefits pursuant to Article V, Section 5.4, unless otherwise specified. Seniority for such regular part-time employees shall be pro-rated.

It is understood that within the Recorder of Deeds office the work section consist of the seven (7) divisions as follows: Administration, Customer Service, Recording Operations, Information Retrieval, Satellite, Torrens and Technical Services.

Administration Division

- Executive
- Clerical
- Accounting
- Purchasing
- Payroll
- Security

Technical Services Division

- Computer Administration

Customer Service Division

- Customer Service

Recording Operations Division

- Document Maintenance
- Document Pricing
- Cashiers
- Mail
- UCC
- Data Input
- Title Express
- Tax Department
- Mapping
- Real Estate Indexing

Information Retrieval Division

- Tract
- Quality Assurance
- Microfilm Reproduction
- Microfilm Library

Satellite Division

- Rolling Meadows
- Markham
- Bridgeview
- Skokie
- Maywood
- Warehouse

Torrens Division

- Deregistration

(See Appendix E for a chart outlining the work and division sections).

Section 4.3 Promotion, Transfer:

In cases of promotion and transfer, employees shall have first preference according to Recorder wide seniority, provided that the employees has the ability and qualifications to perform the required work. Qualifications shall be understood to include, but not be limited to, the employee's demonstrated ability and qualifications to perform the required work and ability to service the public, attendance records (including zero days, and tardiness) and the employee's disciplinary record however; disciplines below suspensions will not be used against an employee after eighteen (18) months in considering promotions or reclassifications.

An employee who receives a new job under this procedure shall not be permitted to bid for another job for six (6) months thereafter.

Transfer opportunities shall be posted for employee bid. If no employees bid, then the Employer shall have the right to transfer employees as needed to different sections or divisions due to

structural changes in the operations of the Employer. The transferred employee shall retain the same grade level and rate of pay. If the employee is assigned to performing higher classification and grade work, upon reclassification of the County, that employee shall receive the rate of pay commensurate with the classification of the job being performed.

Section 4.4 Reduction in Work Force, Layoff and Recall:

Subject to Article IV, Section 4.8(g) should the Employer determine that it is necessary to decrease the number of employees within the Recorder's office, the following provisions shall apply:

1. In any reduction in force an employee's Recorder-wide seniority date is the date utilized.
2. Employees subject to a reduction in force can bump any junior employee in the same classification at the same grade or lower.
4. Employees may bump any junior employees in other classifications for which the employee has the present skill and ability to perform the work.
5. Employees may move into any vacant position or position held by a probationary employee, summer or temporary employee, if qualified.

Where possible, surplus employees and the Union shall be given notice thereof of at least one (1) month prior to the effective date. Employees laid off as a result of this procedure shall be subject to recall in order of Recorder-wide seniority before new employees are hired in the classifications held by them at the time of the reduction in force. Should the laid off employee choose to refuse a lower classification which is open, they shall continue to remain on the recall list for openings in their original classification and/or grade. Laid off employees are entitled to thirty months (30) recall rights.

Section 4.5 Promotion and Shift Assignment:

Employees in the same job classification and in the same division, but on a different shift, where applicable, will first be given preferential consideration for a change in shifts in accordance with Section 4.3.

Section 4.6 Return to Former Job:

An employee who has been promoted or transferred to another job within the represented unit may be returned by the Recorder to his/her former job or an equivalent position, within ninety (90) calendar days or before completion of a formal training program, if the employee does not demonstrate the ability and qualifications to satisfactorily perform the job to which promoted or transferred. An employee who has accepted another job within the represented unit may ask to return to his/her former job within ten (10) working days after commencing work on the new job. An employee who receives a new job under this procedure shall not be permitted to bid for another job for six (6) months thereafter, and an employee who returns to his/her former classification under this procedure will not be permitted to bid again on the same job for one (1) year thereafter.

Section 4.7 Return to Represented Unit:

An employee who has been promoted or transferred out of the represented unit, and who is later transferred back to the unit by the Recorder shall upon return to the represented unit be granted the

seniority he/she would have had, had the employee continued to work in the classification from which he/she was promoted or transferred.

Section 4.8 Termination of Seniority:

An employee's seniority and employment relationship with the Employer shall terminate upon the occurrence of any of the following:

- Resignation or retirement
- Discharge for just cause, including but not limited to the following:
 - A. Violent, obscene or other behavior which is inconsistent with the public responsibility of the office.
 - B. Engaging in a loud and abusive argument with the employee=s supervisor or the public.
 - C. Stealing from the office by theft or deception.
 - D. Violations of the Ethics Regulations and/or Policy Manual in the office. See Appendices B and D.
 - E. Absence for three (3) consecutive work days without notification to the department head or a designee during such period of the reason for the absence, unless the employee has an explanation acceptable to the Employer for not furnishing such notification.
 - F. Failure to report to work at the termination of a leave of absence or vacation, unless the employee has an explanation acceptable to the Employer for such failure to report for work.
 - G. Absence from work because of layoff or any other reason for twelve (12) months in the case of an employee with less than one (1) year of service when the absence began, or twenty-four (24) months in the case of an employees, with one (1) or more years of service, or thirty six (36) months in the case of an employee with seven (7) years or more of service when the absence began, except that this provision shall not apply in the case of an employee on an approved leave of absence, or absent from work because of illness or injury covered by duty disability or ordinary disability benefits;
 - H. Failure to report for work upon recall from layoff within ten (10) work days after notice to report for work is sent by registered or certified mail or by telegram, to the employee's last address on file with the department personnel office. The Employer shall send a copy of the letter of recall to the Union.

- I. Engaging in gainful employment while on an authorized leaves of absence, unless permission to engage in such employment was granted in advance by the Recorder in writing.

Section 4.9 Transfer of Stewards:

Employees acting as Union stewards under Article XI, Section 11.6, of this Agreement shall not be transferred from their job classifications or work sections because of their activities on behalf of the Union. Any transfers of Union stewards from their job classifications or work sections, other than in an emergency, will be discussed with the Union in advance of any such transfers.

Section 4.10 Seniority List:

On December 1st and June 1st of each year, the Employer will furnish the Union a list showing the name, number, address, classification and last hiring date of each employee, and whether the employee is entitled to seniority or not. The Employer shall post a similar list without employee addresses. Within thirty (30) calendar days after the date of posting, an employee must notify the Employer of any error in his/her last hiring date as it appears on that list or it will be considered correct and binding on the employee and the Union for that period of time, unless there is an agreement between the Union and the Employer in writing with a corrected date. The Employer will furnish the Union monthly reports of any changes to such list.

Upon written request made by Local 73 no more often than every sixty (60) days, the County shall notify Local 73 in writing of the following personnel transactions involving bargaining unit employees within each department and on a work location basis: new hires, promotions, demotions, check-off revocations, layoffs, re-employments, leaves, returns from leave, suspensions, discharges, terminations, retirements and Social Security numbers. Local 73 shall, upon request, receive such information on computer tapes, where available.

Section 4.11 Job Posting:

When job openings or vacancies occur within the bargaining unit or when new positions are created, the Recorder will post a notice on all bulletin boards where notices to employees are normally posted. These postings will be for a period of fourteen (14) days. Awards will be made in accordance with Section 4.3 of this Article. Employees in equal or lower-paying grades in other work sections or divisions who apply for the vacancy will be given preferential consideration in accordance with Section 4.3 before new employees are hired. The Union will be advised in writing of all job awards at the time of the award, and will have the right to post the award on the Union bulletin board. The names of Employees awarded positions pursuant to this Article shall be posted on all bulletin boards where notices to Employees are normally posted for a period of ten (10) working days from the effective date of the awarding of the position. Job postings will include the division and work section where the opening is located, the work hours, the name of the current supervisor of the section, and a brief summary of the job duties. When it is known in advance that a Title Officer position will be available, the Employer agrees to meet and discuss with the Union training a clerical or related employee to be placed in the job. Employees who are awarded the position shall move to their new position within thirty (30) days of the award, provided that adequate space and equipment is available for the new position.

ARTICLE V

Rates of Pay

Section 5.1 Job Classifications/Rates of Pay:

Employees in the job classifications set forth in Appendix A to this Agreement shall receive the monthly salary provided for their respective grade and length of service in the job classification. Employees will be increased to the appropriate step upon completion of the required length of service in the classification.

The salary grades and steps applicable to this bargaining unit shall be increased as follows during the term of this agreement:

Effective the first full pay period on or after June 1, 2013 the pay rates for all classifications shall be increased 1.00%

Effective the first full pay period on or after June 1, 2014 the pay rates for all classifications shall be increased 1.50%

Effective the first full pay period on or after June 1, 2015 the pay rates for all classifications shall be increased 2.00%

Effective the first full pay period on or after December 1, 2015 the pay rates for all classifications shall be increased 2.00%

Effective the first full pay period on or after December 1, 2016 the pay rates for all classifications shall be increased 2.25%

Effective the first full pay period on or after June 1, 2017 the pay rates for all classifications shall be increased 2.00%

Section 5.2 New, Changed or Misclassification; Job Audit/Classification Review:

- A. During the term of this Agreement, the Employer may establish new and changed job classifications, and change the duties of existing job classifications, provided that a major alteration of the classification structure shall not be made. The Employer may put the new and changed job classifications or duties into effect after timely notice to the Union, and discuss and set the rate of pay with the Union, using the duties, responsibilities, qualifications and grade levels of the classifications in Appendix A as a guide for determining the new rate. If the parties are unable to agree on the rate of pay, the Employer may put a rate into effect, and the Union, thereafter, may submit any dispute to the grievance procedure.
- B. An employee also may request that his/her position be reclassified, and the request will be reviewed by the employee's Section Head; if the Section Head agrees that the request is reasonable and/or justified, the department head will recommend to the Recorder that this

reclassification be included in the forthcoming departmental budget request. The Employer will discuss any reclassifications with the Union prior to implementation.

- C. Within thirty (30) days after the effective date of this Agreement, the parties shall begin regular meetings of a joint committee that shall be established to discuss current job titles and pay grades of bargaining unit employees.

The committee shall begin meeting each year to review Local Union and employee-generated Request for upgrades and reclassifications. Such review shall include request for individual desk audits, and sample desk audits to be applied to whole departments. The committee shall devote sufficient time in order to complete its discussions in a timely fashion. In any case, audits agreed upon shall be complete not later than June 1st of each year during this Agreement. During such process, there will be a free exchange of information and the parties will make reasonable attempts to review those requests which appear to have the most merit using objective and fair standards. After the review and analysis is completed, the County will submit the committee's findings to the appropriate standards. After the review and analysis is completed, the County will submit the committee's findings to the appropriate departments and elected officials for their review. The decision as to whether to include any or all of the upgrades and reclassifications in budget requests shall be made using objective and fair standards.

Section 5.3 Classification and Grade Change:

If an employee is promoted, reclassified, demoted or transferred into another classification through the application of this Agreement, the following rules shall apply:

A. **Promotions:**

An employee who is promoted to a job in a higher salary grade shall be entitled to placement in the step of the new salary grade which will provide a salary increase at least two (2) steps above the salary received at the time the promotion is made, provided that:

1. The new salary does not exceed the maximum established for the grade to which the employee is promoted.
2. The new salary is not below the first step established for the grade to which the employee is promoted.

If the new classification represents a promotion from a classification outside the represented unit to a classification within the represented unit, the employee shall be placed in the lowest step in the progression schedule for the new classification which will provide the employee an increase in pay. In all cases of promotion, the effective date will set a new anniversary date for the purposes of the salary schedule only.

B. **Reclassifications:**

1. An employee whose job is reclassified to a lower classification shall continue to receive compensation at the same rate received immediately prior to reclassification. Such action shall not change the employee's anniversary date.

If the salary rate received immediately prior to reclassification is less than the last step rate of the lower classification, the employee shall be entitled to further step advancement.

2. An employee whose job is reclassified to a higher classification shall be placed in the first step of the higher grade which provides an increase one (1) step above the salary received at the time of the reclassification. Such action will change the employee's anniversary date. In all cases of reclassification, the employee shall receive at least the first step of the grade to which the position is reclassified.

C. Demotions:

The following shall apply to demotions from one grade to another:

1. An employee performing the duties of a job continuously and demoted to a job in a lower salary grade, shall have the salary adjusted in the new job to the same step of the new salary grade as was received in the salary grade of the job from which demoted.
2. An employee promoted to a job in a higher salary grade and subsequently demoted to a job in a lower salary grade, shall have the salary adjusted to the step of the salary grade to which the employee would be entitled had the employee remained in the salary grade from which the employee was promoted.

D. Transfers:

An employee transferring from one department to another in the same job classification and/or grade shall be eligible to receive the salary the employee has been receiving at the time of transfer. Such appointment shall not set a new anniversary date.

Section 5.4 Part-Time Employees:

Part-time employees, who are compensated from the Extra and Overtime Account, shall receive the hourly rate provided for the respective grade and length of service as set forth in Appendix A of this Agreement. Disability and pension benefits for all part-time employees will be determined by the provisions of the County Employees Pension Plan. The hourly rate for part-time employees will equal the first step of the salary grade divided by one hundred seventy four (174).

Section 5.5 Job Descriptions:

Job descriptions for each position in the bargaining unit shall be maintained in the Employer's offices and shall be given to each current employee upon request and to each new employee when they assume the position.

Section 5.6 Newly Certified Positions:

Upon notification from the Union to the Employer and its human resources director, the Employer agrees to meet with the Union within 60 days thereafter to discuss the placement of newly certified bargaining unit positions on a wage scale.

ARTICLE VI

Holidays

Section 6.1 Designation of Holidays:

A. The following days are hereby declared holidays, except in emergency and for necessary operations, for all employees in the bargaining unit:

1. New Year's Day - January 1
2. Martin Luther King's Birthday - Third Monday in January
3. Lincoln's Birthday - February 12
4. President's Day - Third Monday in February
5. Casimir Pulaski Day - First Monday in March.
6. Memorial Day - Last Monday in May
7. Independence Day - July 4
8. Labor Day - First Monday in September
9. Columbus Day - Second Monday in October
10. Veteran's Day - November 11
11. Thanksgiving Day - Fourth Thursday in November
12. Christmas Day - December 25

It is the intent of the Board of Commissioners of Cook County that all salaried Cook County employees be granted twelve (12) holidays, or equivalent paid days off per year. Should a certain holiday fall on Saturday, the preceding Friday shall be set as the holiday; should a certain holiday fall on a Sunday, the following Monday shall be set as the holiday.

- B. In addition to the above, any other day or part of a day shall be considered a holiday when so designated by the Board of Commissioners of Cook County.
- C. In addition to the foregoing paid holidays, employees shall be credited with one (1) floating holiday on December 1st of each year, which may be scheduled in accordance with the procedures for vacation selection set forth in Article VII, Section 7.2. If an employee elects not to schedule said day as provided above, the employee may request to use his/her floating holiday at any time during the fiscal year. Requests shall not be unreasonably denied. If an employee is required to work on a scheduled floating holiday by the Employer, the employee shall be entitled to receive one and one-half (1.5) times the employee's regular hourly rate for the hours actually worked plus holiday pay at eight (8) hours pay.

Section 6.2 Eligibility:

To be eligible for holiday pay, an employee must satisfy each of the following requirements:

- (a) The employee must have worked the regularly scheduled number of hours on the last scheduled day before and the first scheduled day after the holiday, unless the employee has a reasonable explanation for failing to report.
- (b) The employee must have worked at least forty (40) hours during the pay period in which the holiday occurs unless the employee was on vacation or paid sick leave during such period.

Section 6.3 Holidays In Vacations:

If a holiday falls within an employee's scheduled vacation, such employee, if otherwise eligible, shall be granted an additional day of vacation.

Section 6.4 Failure to Report:

An employee scheduled to work on a holiday but who fails to report shall not be eligible for a paid holiday, unless the employee has a reasonable explanation for failing to report. An employee scheduled to work on a holiday that calls in sick shall be eligible for the paid holiday providing he or she brings in a doctor's statement.

**ARTICLE VII
Vacations**

Section 7.1 Vacation Leave:

- A. All bargaining unit employees, who have completed one (1) year of service with Cook County, including service mentioned in Section 7.1, Paragraph E, shall be granted vacation leave with pay for periods as follows:

<u>Anniversary of Employment</u>	<u>Days of Vacation</u>	<u>Maximum Accumulation</u>
1st thru 6th	10 working days	20 working days
7th thru 14th	15 working days	30 working days
15th thru -	20 working days	40 working days

- B. Accruals will be carried out in accordance with the bi-weekly payroll system. Employees must be in a pay status for a minimum of five (5) days in a pay period to accrue time in that period.
- C. All individuals employed on a part-time work schedule of twenty (20) hours per week or more shall be granted vacation leave with pay proportionate to the time worked per month.
- D. Employees may use only such vacation leave as has been earned and accrued provided, however, that five (5) working days of the initial vacation allowance may be allowed after the first six (6) months of service. The heads of the County offices, departments, or institutions may establish the time when the vacation shall be taken.

- E. Any employee of the County of Cook who has rendered continuous service to the City of Chicago, the Chicago Park District, the Forest Preserve District, the Metropolitan Water Reclamation of Greater Chicago and/or the Chicago Board of Education shall have the right to have the period of such service credited and counted for the purpose of computing the number of years of service as employees of the County for vacation credit only. All discharges and resignations not followed by reinstatement within one (1) year shall interrupt continuous service, and shall result in the loss of all prior service credit. Credit for such prior service shall be established by filing, in the Office of the Comptroller of Cook County, a certificate of such prior service from such former place or places of employment.
- F. In the event an employee has not taken vacation leave as provided by reason of separation from service, the employee, or in the event of death, the employee's spouse or estate, shall be entitled to receive the employee's prevailing salary for such unused vacation periods.
- G. In computing years of service for vacation leave, employees shall be credited with regular working time plus the time of duty disability.
- H. Any Cook County employee who is a re-employed veteran shall be entitled to be credited with working time for each of the years absent due to military service. The veteran's years of service for purposes of accrual of vacation time in the year of return to employment with Cook County, shall be the same as if employment had continued without interruption by military service.
- I. Holidays recognized by the Board of Commissioners of Cook County are not to be counted as part of a vacation.
- J. Employees on the 130 Extra and Overtime Account will not receive any fringe benefits.

Section 7.2 Vacation Preference and Scheduling:

Insofar as practicable, vacations will be granted to meet the requests of employees. Vacation periods shall be allotted among employees on a first requested - first granted basis. Where two (2) or more employees in the same work section performing the same job request vacation on the same day for the same calendar period and all the employees cannot be released at the same time, then the vacation requests shall be granted in order of the employees' seniority.

Section 7.3 Vacation Request:

All vacation requests shall be in writing on a document created by the Employer. The employer will require the Employee to validate available time on a document created by the Employer prior to approval. The supervisor or department head will respond in writing within three (3) business days after the request is made by the employee. If the request is denied for any reason, the answer shall include the reason for the denial.

Section 7.4 Holiday Time off Allotment:

In order to ensure minimum operational needs are met during the winter holiday season, management may ask that request for time off during the Thanksgiving/Christmas/New Year's season be submitted in advance of normal deadlines for time off request. For the purpose of this section, the requested period that the employer may require an employee to submit for vacation

may be extended to 10 days prior to Christmas and Thanksgiving day. After the submittal deadline, Directors will consult with Supervisors and Deputy Recorders as needed to determine minimum operational needs, which will vary by Division and Section.

Holiday vacation request shall be allotted among employees on a first requested - first granted basis. Where two (2) or more employees in the same work section performing the same job request vacation on the same day for the same calendar period and all the employees cannot be released at the same time, then the vacation request shall be granted in order of the employees' seniority.

ARTICLE VIII Welfare Benefits

Section 8.1 Hospitalization Insurance: Employee Contributions:

- A. The County agrees to maintain the level of employee and dependent health benefits that are set forth in Appendix C as revised by this Agreement and specifically described in Appendix C as amended below:

B. Item	12/1/15
Classic Blue	Eliminate
HMO OOP Maximum	\$1,600/\$3,200
HMO Accident/Illness	\$15
HMO Urgent Care	\$15
HMO Specialists	\$20
HMO ER	\$75
PPO Deductible	\$350/\$700
PPO OOP Maximum	\$1,600/\$3,200
PPO Accident/Illness	90% after \$25
PPO Specialist	90% after \$35
PPO ER	\$75
RX	\$10/\$25/\$40
Generic Step Therapy	Implement
Mandatory Maintenance Choice	Implement
Healthcare Contributions	Additional 1 percent of salary aggregate increase (.50 percent increase on 12/1/15 and .50 percent increase on 12/1/16)

Section 8.2 Sick Leave:

- A. All monthly salaried employees, other than seasonal employees, shall be granted sick leave with pay at the rate of one (1) working day for each month of service. Accruals will be carried out in accordance with the bi-weekly payroll system. Employees must be in a pay status for a minimum of five (5) days in a pay period to accrue time in that period.

Accrued sick leave will carry over if employees change offices or departments within the County as long as there is no break in service longer than thirty (30) days.

All individuals employed on a part-time work schedule of twenty (20) hours per week or more shall be granted sick leave with pay proportionate to the time worked per month.

- B. Sick leave may be accumulated to equal, but at no time to exceed, one hundred seventy-five (175) working days, at the rate of twelve (12) working days per year. Records of sick leave credit and use shall be maintained by each office, department, or institution. Severance of employment terminates all rights for the compensation hereunder. The amount of leave accumulated at the time when any sick leave begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.
- C. Sick leave may be used for illness, disability incidental to pregnancy, or non-job related injury to the employee; appointments with physicians, dentists, or other recognized practitioners; or for serious illness, disability, or injury, in the immediate family of the employee. After five (5) consecutive work days of absence due to illness, employees shall submit to their department head a doctor's certificate as proof of illness. Accordingly, sick leave shall not be used as additional vacation leave. Sick leave may be used as maternity or paternity leave by employees.
- D. An employee who has been off duty for five (5) consecutive days or more for any health reason may be required to undergo examination by the Employer's physician before returning to work.

For health related absences of less than five (5) consecutive days, a doctor's statement or proof of illness will not be required except in individual instances where the Recorder has sufficient reason to suspect that the individual did not have a valid health reason for the absence. If indicated by the nature of a health related absence, examination by the Employer's physician may be required to make sure that the employee is physically fit for return to work.
- E. If, in the opinion of the Recorder/Designee, the health of an employee warrants prolonged absence from duty, the employee will be permitted to combine his/her vacation, sick leave and personal days.
- F. The employee may apply for disability under the rules and regulations established by the Retirement Board.
- G. Employees will not be subjected to discipline for bona fide sick absence so long as The employee has the accumulated sick time in the terms prescribed in the CBA.
- H. An employee who has exhausted all of his/her sick time shall be permitted to use any available benefit time once sick leave has been exhausted when the employer is presented with a note from the Employees' Physician.

- I. Employees can take sick leave in blocks of time no smaller than one hour increments.

Section 8.3 Disability Benefits:

Employees incurring any occupational illness or injury will be covered by Workers' Compensation insurance benefits. Employees injured or sustaining occupational disease on duty, who are off work as result thereof shall be paid total temporary disability benefits pursuant to the Workers' Compensation Act. Duty disability and ordinary disability benefits also will be paid to employees who are participants in the County Employee Pension Plan. Duty disability benefits are paid to the employee by the Retirement Board when the employee is disabled while performing work duties. Benefits amount to seventy-five percent (75%) of the employee's salary at the time of injury, and begin the day after the date the salary stops. Ordinary disability occurs when a person becomes disabled due to any cause, other than injury on the job. An eligible employee who has applied for such disability compensation will be entitled to receive, on the thirty-first (31st) day following disability, fifty percent (50%) of salary, less an amount equal to the sum deducted for all annuity purposes. The first thirty (30) consecutive days of ordinary disability are compensated for only by the use of any accumulated sick pay and/or vacation pay credits unless the employee and the Employer otherwise agree. The employee will not be required to use sick time and/or vacation time for any day of duty or ordinary disability. All of the provisions of this Section are subject to change in conjunction with changes in State laws.

Section 8.4 Life Insurance:

All employees shall be provided with life insurance in an amount equal to the employee's annual salary (rounded to the next one thousand dollars (\$1,000)), at no cost to the employee, with the option to purchase additional insurance up to maximum of the employee's annual salary. No life insurance shall be offered through the County's HMO plans.

Section 8.5 Pension Plan:

Pension benefits for employees covered by this Agreement shall be as mandated under the Illinois Pension Code (40 ILCS 5/1-101 et seq.) and the County Employees' and Officers' Annuity and Benefit Fund - Counties over 500,000 Inhabitants (40 ILCS 5/9-101 et seq.).

Section 8.6 Dental Plan:

All employees shall be eligible to participate in the dental plan as set forth in Appendix C as revised by this Agreement and specifically described in Appendix C. No dental coverage shall be offered through the County's HMO plans.

Section 8.7 Vision Plan:

All employees shall be eligible to participate in the vision plan as set forth in Appendix C as revised by this Agreement and specifically described in Appendix C. No vision coverage shall be offered through the County's HMO plans.

Section 8.8 Hospitalization - New Hires:

All new employees covered by this Agreement shall be required to enroll in the County HMO plan of their choosing, such enrollment to be effective from the date of hire through the expiration of the first full health plan year following such date of hire.

Section 8.9 Flexible Benefits Plan:

All employees shall be eligible to participate, at no cost to them, in a flexible benefits plan to be established by the County. Such plan shall include segregated IRS accounts for child care and medical expenses.

Section 8.10 Insurance Opt-Out:

Effective December 1, 1999, the Employer agrees to pay eight hundred dollars (\$800.00) per year to eligible employees who opt out of the Employer's health benefit program. Prior to opting out of such program the employee must demonstrate to the Employer's satisfaction that he/she has alternative health coverage. Any employee electing to opt out of the Employer's health benefit program may request that in lieu of a payment to the employee, this amount be credited to a medical flexible spending account. Eligible employees who lose their alternative healthcare coverage may enroll in or be reinstated to the Employer's health benefit program.

Section 8.11 Insurance Claims:

A dispute between an employee (or his/her covered dependent) and the processor of claims shall not be subject to the grievance procedure provided for in this Agreement. Employees shall continue to be afforded an opportunity to present appeals of such insurance disputes in person, and may have union representation at such proceedings. This Section shall not be construed to diminish the provisions of Section 1(A), (B), (C) or (D) of this Article.

**ARTICLE IX
Additional Benefits**

Section 9.1 Bereavement Pay:

- A. Excused leave with pay will be granted, up to three (3) days, to an employee for the funeral of a member of the employee's immediate family or household. Immediate family is understood to include mother, father, or such people who have reared the employee, husband/wife, child (including step children and foster children), brother/sister, grandchildren, grandparents, domestic partner and spouse's parents. To qualify for pay as provided herein the employee may be required to provide satisfactory proof of death, relationship to deceased, proof of residence in the employee's household and attendance at funeral. Where death occurs and the funeral is to be held outside of Illinois and beyond the states contiguous thereto, the employee shall be entitled to a maximum of five (5) normal days pay.
- B. Any additional time needed in the event of bereavement may be taken from accumulated vacation, personal days, or compensatory time accumulated by the employee.
- C. If an employee's vacation is interrupted by a death in the immediate family, bereavement pays as described herein shall be allowed, and such days will not be counted as vacation.

Section 9.2 Jury Duty:

Approval will be granted for leave with pay, for any jury duty imposed upon any non-exempt officer or employee of the County of Cook. However, any compensation, exclusive of travel

allowance received, must therefore be turned over to the County of Cook by said officer or employee.

Section 9.3 Maternity/Paternity Leave and Family Responsibility Leave:

Employees shall be granted maternity or paternity leaves of absence to cover periods of pregnancy and post-partum child care. The length of such leave, in general, shall not exceed six (6) months, but may be renewed by Department Head. In addition, an employee who has at least two (2) years of service and has a need to be absent from work to meet family responsibilities arising from the employee's role in his/her family or household may, upon request and for good cause shown, be granted a leave of absence for a period not to exceed a total of six (6) months (increasing up to one (1) year for those employees who have accrued personal leave entitling them to more time under current County policy) without pay. Insurance coverage shall be maintained only in accordance with the Family Medical Leave Act ("FMLA") leave, i.e. up to twelve (12) weeks and meeting FMLA standards. Employees shall be entitled to Family and Medical Leave (FMLA) pursuant to the Human Resources Ordinance enacted, as amended, on April 5, 2000 and October 17, 2000 by the Cook County Board of Commissioners.

Section 9.4 Election Day:

An employee who is a registered voter will receive two (2) hours' time off (without pay) during his regular work day so that he/she may vote in any general election. An employee desiring to take such time off shall arrange the exact hours of intended absence with his/her supervisor at least two (2) work days prior to the election.

Section 9.5 Personal Days:

All employees, except those in a per diem or hourly pay status, shall be permitted four (4) days off with pay each fiscal year. Employees may be permitted these four (4) days off with pay for personal leave for such occurrences as observance of a religious holiday or for other personal reasons. Such personal days shall not be used in increments of less than one-half (2) day at a time.

Employees entitled to receive such leave, who enter Cook County employment during the fiscal year, shall be given credit for such personal leave at the rate of 1.24 hours per pay period; except that two (2) personal days may be used for observance of religious holidays prior to accrual, to be paid back in the succeeding two (2) fiscal quarters. No more than (5) personal days may be used in a fiscal year.

Personal days shall not be used as additional vacation leave. If the health of an employee warrants prolonged absence from duty, the employee will be permitted to combine personal days, sick leave, and vacation leave. In case of an emergency, after the employee exhausts his/her sick time, the employee may request in writing, with supporting documentation, use of personal day(s) pursuant to the excused absence procedures.

Personal days may not be used consecutively unless approved by the Recorder/Designee. Personal days off shall be scheduled in advance to be consistent with operating necessities and the convenience of the employee, subject to department head approval.

Employees are required to provide the Employer as much time as reasonably possible prior to requesting for a personal day and/or floating holiday. The Employer requires that the Employee validate available time prior to taking off. The Employer may discipline any employee who does not have the appropriate amount of time to cover the request.

In crediting personal days, the fiscal year shall be divided into the following fiscal quarters:

Severance of employment shall terminate all rights to accrued personal days.

Section 9.6 Personal Day Request:

Employees are required to provide the Employer as much time as reasonably possible prior to requesting a personal day and/or floating holiday. The Employer requires that the Employee validate available time prior to taking off. The Employer may discipline an Employee who does not have the appropriate amount of time to cover the request.

Section 9.7 School Conference and Activity Leave:

The Employer must grant an employee unpaid leave of up to a total of eight (8) hours during any school year, no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child in accordance with the School Visitation Act 820 ILCS 147/1 et seq.

Section 9.8 Confidentiality of Wellness Program:

Health information will be kept confidential, Personal health information may only be used and disclosed as permitted by applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Health information may be disclosed to the screening agent, and to the employee acting as health plan sponsor for program administration purposes only as permitted by HIPAA. Program administration purposes may include offering and determining eligibility for Program Incentives. The RFP for wellness vendors shall maximize the confidentiality of patient medical records and other privacy and confidentiality issues.

ARTICLE X
Leaves of Absence

Section 10.1 Regular Leave:

An employee may be granted a leave of absence without pay by the Recorder, with the written approval of the Comptroller of Cook County. Such leave shall be intended to take care of emergency situations and shall be limited to one (1) month for every full year of continuous employment by the County and/or Cook County Health facilities, not to exceed one (1) year, except for military service.

An employee desiring a leave of absence shall make written application to his/her immediate supervisor, who will then refer the application to the Recorder. If approved by the Recorder, the application will then be forwarded to the Cook County Comptroller for appropriate action. The application shall include the purpose for the leave of absence and the dates for which the leave is

requested. An employee granted a leave of absence shall be eligible, when such leave expires, to receive the salary and the same or comparable position at the time the leave was granted.

Absence from County service on leave without pay for periods in excess of thirty (30) calendar days, all suspensions, time after layoffs for more than thirty (30) calendar days but less than one (1) year, all absences without leave shall be deducted in computing total continuous service and will effect a change in the anniversary date.

Section 10.2 Seniority on Leave:

An employee on an approved leave of absence shall retain seniority, but shall not accrue pension benefits during such period (except as may be otherwise provided in the County's Pension Plan). Employees shall, however, receive retroactive increases for all time in which they were in pay status.

Section 10.3 Retention of Benefits:

An employee will not earn sick pay or vacation credits while on a leave of absence. An employee on a leave of absence except for maternity or paternity leave will be required to pay the cost of the insurance benefits provided in Article VIII in order to keep these benefits in full force and effect during the period of leave. Arrangements for payments of such costs through normal deductions or otherwise must be made with the County's payroll office prior to departure on the leave. For the failure to make such arrangements the Employer may cancel insurance benefits, which will be reinstated upon the employee's return to work, subject to such waiting period and other rules and regulations as may be applicable to the insurance plan.

Section 10.4 Union Leave:

A leave of absence not to exceed one (1) year without pay will be granted to an employee who is elected, delegated or appointed to participate in duly authorized business of the Union which requires absence from the job. Such leave may be extended by mutual agreement. Employees duly elected as delegates of the Union will be allowed time off, without pay, to attend national and state conferences, conventions, and stewards' training, related to the Union, not to exceed ten (10) work days for all employees. Sick pay, vacation and insurance benefits will be provided as set forth in Section 10.3 of this Article provided that it will not seriously affect the performance of the office.

Section 10.5 Military Leave:

Employees who enter the armed services of the United States shall be entitled to all the re-employment rights in accordance with State and Federal laws. An employee, who has at least six (6) months or more of continuous actual service and is a member of the Illinois National Guard or any of the Reserve Components of the Armed Forces of the United States, shall be entitled to leave of absence with full pay for a limited service in field training, cruises, and kindred recurring obligations. Such leave will normally be limited to eleven (11) working days in each year or as extended in accordance with Cook County Policy on Military Leave.

Section 10.6 Veterans' Conventions:

Any employee who is a delegate or alternate delegate to a national or state convention of a recognized veterans' organization may request a leave of absence for the purpose of attending said

convention, providing, however, that any employee requesting a leave of absence with pay must meet the following conditions:

1. The employee must be a delegate or alternate delegate to the convention as established in the by-laws of the organization.
2. They must register with the credentials committee at the convention headquarters.
3. Their name must appear on the official delegate-alternate rolls that are filed at the state headquarters of their organization at the close of the convention.
4. They must have attended no other convention, with a leave of absence with pay, during the fiscal year.
5. The employee must produce, upon returning from the convention, a registration card signed by a proper official of the convention, indicating attendance.

Section 10.7 Approval of Leave:

No request for a leave, as defined in Sections 10.1 and 10.4 of this Article will be considered unless approved by the Recorder/ Designee. The Recorder/Designee may withhold such approval, if, in his/her judgment, such absence from duty at the particular time requested would interfere with the conduct of Employer business. Approval of leave shall not be granted or denied in a discriminatory manner.

Section 10.8 Educational Leave:

Upon request, a leave of absence for a period not to exceed one (1) year may be granted to a full-time employee with at least two (2) years of County service, if operational needs allow, in order that the employee may attend a recognized college, university, trade or technical school, or high school, provided that the course of instruction is logically related to the employee's employment opportunities with the County. Such leave shall not be arbitrarily or capriciously denied. Such leave may be extended for good cause and in accordance with the operational needs of the County.

Section 10.9 Use of Benefit Time:

Except where required by law, each employee covered by this Agreement shall not be required to use accumulated time prior to going on unpaid leave.

Section 10.10 Parental Leave:

Upon execution of the Collective Bargaining Agreement, Employees shall be eligible for paid Parental Leave pursuant to Cook County Board Resolution 13-R-346 and the corresponding Cook County Bureau of Human Resources Parental Leave Policy. Employees, except those who have applied for and been granted Parental Leave, shall be eligible for unpaid maternity or paternity leave pursuant to Cook County Personnel rule 6.03 (b).

ARTICLE XI

Grievance Procedure

Section 11.1 Policy:

The provisions of this Article supplement and modify the provisions of the Employer's Grievance Procedure applicable to all employees (See Appendix B).

Section 11.2 Definition:

A grievance is a difference between an employee or the Union and the Employer with respect to the interpretation or application of, or compliance with, the agreed upon provisions of this Agreement, the Employer's rules and regulations or disciplinary action. All grievances shall be in writing and contain a statement of the facts, the provision(s) of this Agreement which the Employer is alleged to have violated, and the relief requested. It is recognized that because a joint employer relationship exists in this Agreement certain grievances are appropriately answered by the Recorder and others by County Administration, depending on the subject of the grievance.

Section 11.3 Representation:

Only the aggrieved employee(s) and/or representatives of the Union may present grievances. Employees may take up grievances through Steps One to Three either on their own and individually or with representation by the Union. If an employee takes up a grievance without Union representation, any resolution of the grievance shall be consistent with this Agreement and the Union representative shall have the right to be present at such resolution. A grievance relating to all or a substantial number of employees or to the Union's own interests or rights with the Employer may be initiated at Step Two by a Union representative. Grievances may be initiated at Step Three by mutual agreement of the Union and Employer.

Section 11.4 Grievance Procedure Steps:

The steps and time limits as provided in the Employer's Grievance Procedure are as follows:

Step	Submission Time Limit This Step (calendar days)	To Whom Submitted	Time Limits Meeting
1	30 days	Immediate Supervisor	10 days
2	10 days	Department Head	10 days
3	10 days	Recorder/Designee	10 days
4	30 days	Impartial Third Party	30 days

Section 11.5 Time Limits:

The initial time limit for presenting a grievance shall be thirty (30) days and the same limit shall apply to hearings and decisions at Step Four. Time limits may be extended by mutual agreement in writing between the employee and/or the Union and the Employer. For errors in pay, the time period shall be six (6) months.

There shall be strict adherence to the time limits described within the grievance procedure by both employer and employee and/or Union. Time extension may be granted upon mutual agreement and shall be in writing.

If the Employer fails to respond within the time limits, the grievant and/or the Union shall have the right to advance the grievance to the next step of the grievance procedure up to and including arbitration.

Section 11.6 Stewards:

The Union will advise the County in writing of the names of the Chief Stewards and/or Stewards in each department or area agreed upon with the County and shall notify the County promptly of any changes. Upon obtaining approval from their supervisor before leaving their work assignment or area, the Chief Steward or Steward or in cases of new Steward orientation, the Chief Steward and/or Steward will be permitted to handle and process grievances referred by employees at the appropriate steps of the grievance procedure during normal hours without loss of pay, provided that such activity shall not exceed a reasonable period of time.

The County will grant the Union an opportunity during the orientation of new employees to present the benefits of Union membership, at which time the Union may give such employees a copy of this Agreement.

All employees shall be allowed time off with pay to attend meetings agreed to by the Employer required by the Employer, or mandated by this Agreement.

Stewards shall be allowed to attend authorized meetings with Union representatives during their normal work hours without loss of pay. Such meetings shall be limited to a maximum of four (4) per year per steward.

Section 11.7 Union Representatives:

Duly authorized business representatives of the Union will be permitted at reasonable times to enter the appropriate County facility for purposes of handling grievances or observing conditions under which employees are working. These business representatives will be identified to the Recorder/Designee to the Employer and on each occasion will first secure the approval of the Recorder/Designee to enter and conduct their business so as not to interfere with the operation of the Employer. The Union will not abuse this privilege, and such right of entry shall at all-time be subject to general Recorder department rules applicable to non-employees.

Section 11.8 Impartial Arbitration:

If the Union is not satisfied with the Step Three answer, it may within thirty (30) days after receipt of the Step Three answer submit in writing to the Recorder notice that the grievance is to enter impartial arbitration. Demands for arbitration will not be filed for disciplinary actions which involve verbal reprimands or warnings. The parties will select an arbitrator from a permanent panel of arbitrators agreed upon by both parties, if possible. The Union and the County will make arrangements with the Arbitrator to hear and decide the grievance without unreasonable delay. The decision of the Arbitrator shall be binding. If the two (2) parties fail to reach agreement on an Arbitrator within ten (10) days, the Recorder and Union may request the Local Labor Relations Board, American Arbitration Association or the Federal Mediation and Conciliation Service to provide a panel of arbitrators. Each of the two (2) parties will confer within seven (7) days of receipt of the panel to alternately strike one (1) name at a time from the panel until only one (1) shall remain. The remaining name shall be the Arbitrator. The Union and the Recorder will

make arrangements with the Arbitrator to hear and decide the grievance without unreasonable delay.

Expenses for the Arbitrator's services and the expenses which are common to both parties to the arbitration shall be borne equally by the County and the Union. Each party to an arbitration proceeding shall be responsible for compensating its own representatives and witnesses.

The Arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore or add to the provisions of this Agreement. The issue or issues to be decided will be limited to those presented to the Arbitrator in writing by the Recorder and the Union. His/her decision must be based solely upon his/her interpretation of the meaning or application of the express relevant language of the Agreement.

The Union and the County shall meet within thirty (30) days after the effective date of this Agreement for the purpose of selecting a permanent panel of seven (7) arbitrators. The arbitrators shall be selected on a rotating basis. Either party shall have the authority to strike an arbitrator from the permanent panel at any time. The struck arbitrator will proceed on the cases currently assigned, but will not receive any new case assignments. In the event that an arbitrator is struck from the panel, the parties shall meet as soon as possible to choose a mutually agreed upon replacement. Nothing herein shall prevent the parties, by mutual agreement, from selecting an arbitrator from outside the panel. Absent such mutual agreement, the arbitrator shall be selected from the panel in accordance with the above procedure.

Section 11.9 Expedited Arbitration:

The parties may mutually agree that a grievance shall be submitted to expedited arbitration. If the parties agree to expedited arbitration, the following provisions of this paragraph shall apply. Immediately upon notification of the designated arbitrator, the parties shall arrange a place and date to conduct a hearing within a period of no more than thirty (30) calendar days, unless the parties agree to a longer period. If the designated arbitrator is not available to conduct a hearing within the thirty (30) calendar days and the parties do not otherwise agree to a longer period, the next panel member in the rotation shall be notified until an available arbitrator is obtained. Nothing herein precludes multiple cases being heard on the same day before the same arbitrator.

The hearing shall be conducted under the following procedures:

- a. The hearing shall be informal;
- b. No briefs shall be filed or transcripts made;
- c. There shall be no formal rules of evidence; however, the arbitrator shall only rely on credible relevant evidence;
- d. The hearing shall normally be completed within one (1) day;
- e. The arbitrator may issue a bench decision at the hearing, but in any event shall render a decision within seven (7) calendar days after the conclusion of the hearing. Such decision shall be based on the evidence before the arbitrator and shall include a brief written explanation of the basis for such conclusion. Any arbitrator who issues a bench decision

shall furnish a written copy of the award to the parties within seven (7) calendar days of the close of the hearing.

The decision of the arbitrator shall be final and binding, except that it shall not be regarded as precedent or be cited in any future proceeding.

The parties further agree to increase the arbitration panel from seven (7) arbitrators to twelve (12) arbitrators.

ARTICLE XII

Continuity of Operation

Section 12.1 No Strike:

The Union will not cause or permit its members to cause, and will not sanction in any way, any work stoppage, strike, picketing or slowdown of any kind or for any reason, or the honoring of any picket line or other curtailment, restriction or interference with any of the Employer's functions or operations; and no employee will participate in any such activities during the term of this Agreement or any extension thereof.

Section 12.2 Union Responsibility:

Should any activity prescribed in Section 12.1 of this Article occur, which the Union has or has not sanctioned, the Union shall immediately:

- (a) publicly disavow such action by the employees or other persons involved;
- (b) advise the Employer in writing that such action has not been caused or sanctioned by the Union;
- (c) notify the employees stating that it disapproves of such action and instructing all employees to cease such action and return to work immediately; and
- (d) take such other steps as are reasonably appropriate to bring about observance of the provisions of this Article, including compliance with reasonable requests of the Employer to accomplish this end.

Section 12.3 Discharge of Violators:

The Employer shall have the right to discharge or otherwise discipline any or all employees who violate any of the provisions of this Article. In such event, the employee or employees, or the Union in their behalf, shall have no recourse to the grievance procedure, except for the sole purpose of determining whether an employee or employees participated in the action prohibited by this Article. If it is determined that an employee did so participate, the disciplinary action taken by the Employer may not be disturbed.

Section 12.4 No Lock-Out:

The Employer agrees that it will not lock out its employees during the term of this Agreement or any extension thereof.

Section 12.5 Reservation of Rights:

In the event of any violation of this Article by the Union or the Employer, the offended party may pursue any legal or equitable remedy otherwise available, and it will not be a condition precedent to the pursuit of any judicial remedy that any grievance procedure provided in this Agreement is first exhausted.

**ARTICLE XIII
Training and Education**

Section 13.1 Seminars:

Employees who attend approved seminars which are related to their job shall receive pay for the hours they otherwise would have worked. If all employees wishing to attend a particular seminar are not able to attend, selection shall be made on the basis of seniority.

Section 13.2 Courses and Conferences:

The Employer shall post courses, conferences and training events, as soon as they become available, in all districts/divisions. Such posting shall include all courses, conferences, and training events generally available to County employees.

Section 13.3 Tuition Reimbursement:

Employees who desire to take a course or courses of instruction not offered by a City or suburban junior college shall submit their request through the Union to the Cook County Director of Human Resources.

The Employer agrees to allocate funds for education purposes in each year of this Agreement to be made available to all Local 73 bargaining unit employees. The amount allocated shall be an aggregate total of ten thousand dollars (\$10,000) for all Local 73 bargaining units. Employee requests for such funds shall be for reimbursement for the costs of courses offered through any certified educational institution, including community colleges, continuing adult education, and other training or technical institutions. Such course work shall be employment related. An employee may request funds up to an amount no greater than two hundred dollars (\$200.00) in a fiscal year. Approval for reimbursement shall be offered on an equitable basis.

Section 13.4 Posting of Openings:

All courses and training programs presently available through the County will be posted on all bulletin boards where notices to employees are normally posted. These postings will be for a period of five (5) working days during the period when each course or program is open for application. Employees who apply to attend Department of Human Resources classes shall be allowed to enroll and attend unless it is not operationally possible. If more employees apply than can attend, selection will be by section seniority. Employees who have bumped other employees by seniority selection will lose their seniority preference for twelve (12) months.

Section 13.5 Cross Training:

Employees may be cross-trained for a period not to exceed six (6) months. The cross-training period shall be extended for a period based upon the operational needs of the Employer, and the Union shall be consulted about the instituting of any such training program which extends the cross training period.

ARTICLE XIV Miscellaneous

Section 14.1 No Discrimination:

No employee shall be discriminated against on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, political affiliation and/or beliefs, or activity or non-activity on behalf of the Union. The Employer and the Union acknowledge that the County of Cook has adopted and implemented a Human Rights Ordinance which will be complied with.

It is the policy of the County that applicants for employment and promotion are recruited selected, and hired on the basis of individual merit and ability with respect to positions being filed and potential for promotions or transfer which may be expected to develop.

Section 14.2 Safety, Work Environment and Health:

- A. **General.** The Employers shall endeavor to provide a safe and healthful work environment for all employees. The Employers agree to comply with all applicable state and federal laws. The parties shall share information adequately and fully in order to assure that health and safety issues are adequately addressed. Where there is a serious threat to the health and safety of an employee or employees and the situation necessitates a speedy resolution, the issue shall be immediately referred to the appropriate committee.
- B. **Health and Safety Committee.** The Employers and Local 73 shall establish a joint labor/management Health and Safety Committee. The parties shall also establish joint subcommittees, as needed, by work location. Issues of a County-wide nature, and those not resolved in the subcommittees, shall be discussed in full committee. The full committee and the subcommittees shall meet at least quarterly. Additional meetings shall be scheduled as needed to assure that issues are adequately addressed.

The Committee and subcommittees shall meet for the purpose of identifying and correcting unsafe or unhealthy working conditions, including inadequate ventilation, ergonomically incorrect equipment, unsanitary conditions, inadequate personal security for employees or inadequate lighting.

Within a reasonable period of time after the effective date of this Agreement, the parties agree to meet to establish the composition and operation of the committee(s).

- C. **Computer Monitors.** The Employer and the Union will attempt to keep current with monitoring studies and reports on the effects, if any, of computer monitors/terminals and their effect on the health and safety of the operators.

The Employers agree that employees who operate video display terminals ("VDTs") will be granted fifteen (15) minute breaks away from the screen in the first and second half of their shifts. For those employees who already receive two (2) fifteen (15) minute breaks, this provision is not in addition to those breaks currently granted. Pregnant employees and employees who are nursing and who regularly operate VDTs may request an adjustment, temporary transfer, or other change in their assignment, if such assignment or change can reasonably be made and is consistent with the Employer's operating needs. Once the employee is no longer pregnant or nursing, the employee shall be allowed to return to her original position if available.

Employee complaints about computer monitor screen glare will be investigated and action taken to correct the problem within two (2) weeks of the complaint. If attempts to correct the glare through modifications of the working environment do not succeed, the employer will provide glare screens.

D. **Communicable Diseases.** The Employer and the Union are committed to taking reasonable necessary steps to limit and/or prevent the spread of communicable diseases in the workplace. Therefore, generally, the County agrees as follows:

1. To provide training and/or distribute written materials to employees regarding the protocols for preventing the spread of communicable diseases. The extent and level of training will vary based on the needs of the applicable entity.
2. To make professional medical counseling available to any employee who has reason to believe that she/he has become infected with TB, HIV, or Hepatitis B during the course of his/her employment. The Employer shall make available to the employee who has occupational exposure during the course of his/her employment to blood or body substances or airborne particles, a Hepatitis B vaccine, and TB vaccine at no cost to the employee.

Specific concerns related to the health and safety of employees may be referred to the applicable Health and Safety Committee or Sub-Committee.

Section 14.3 Voluntary and Community Service Workers:

Voluntary organizations and community service workers perform services for the Employer that are a valuable and necessary contribution to the operation of the Employer. Also, the Employer engages in education and research which involves persons performing tasks and being taught to perform tasks which are similar or identical to work of employees of the bargaining unit. The Employer shall continue to have the right to avail itself of any and all such voluntary services and community service workers and to engage in such educational and research activities. No regular employees shall be laid off because of work done by volunteers and community service workers.

Section 14.4 Bulletin Boards:

The Employer will make bulletin boards available for the use of the Union in non-public locations. The Union will be permitted to have posted on these bulletin boards notices of a non-controversial nature, but only after submitting them to the Recorder/Designee for approval and posting. There

shall be no distribution or posting by employees of advertising or political material, notices or other kinds of literature on the Employer's property other than herein provided.

Section 14.5 Partial Invalidity:

In the event any of the provisions of this Agreement shall be or become invalid or unenforceable by reason of any federal or state law or local ordinance now existing or hereinafter enacted, such invalidity or unenforceability shall not affect the remainder of the provisions hereof. The parties agree to meet and adopt revised provisions which would be in conformity with the law.

Section 14.6 Subcontracting:

It is the general policy of the Employer to continue to utilize its employees to perform work they are qualified to perform. The Employer may, however, subcontract where circumstances warrant. The Employer will advise immediately upon any consideration of subcontracting, and in cases where there will be no reduction in force of current employees, the Employer will notify the Union at least sixty (60) days prior to any projected date of subcontracting work decision by the County Board of Commissioners and/or the Recorder.

When such subcontracting will adversely affect employees in the bargaining unit, the Employer shall notify the Union at least five (5) months prior to any projected date of such subcontracting. The Employer will work with the Union in making every reasonable effort to place adversely affected employees into other bargaining unit positions, if available.

Section 14.7 Personnel Files:

Upon written request to the department personnel office, an employee may inspect his/her personnel file at any time mutually acceptable to the employee and Employer. Copies of materials in an employee's personnel file shall be provided to the employee upon request. An employee may file a written rejoinder, to be placed in his/her personnel file concerning any matter in the file.

The Employer shall maintain records in accordance with the Personnel Record Review Act, 820 ILCS 40/1 et seq.

Section 14.8 Discipline:

The Employer shall not demote, suspend, or discharge or take any disciplinary action against an employee without just cause. Employees who are to be or may be disciplined are entitled to Union representation exclusively in any disciplinary proceedings. The Union and the Employer agree that discipline shall be timely, progressive and accompanied by counseling where appropriate and it shall normally be done in a manner that will not embarrass the employee before other employees or the public. It is understood that all discipline below suspension will be discarded after eighteen (18) months if there has not been a like discipline problem.

Disciplinary suspension issued to employee covered herein, that are (18) months or more old, will not be used for the purpose of pyramiding penalties. Employees involved in suspension hearings shall be notified at least 48 hours in advance of the hearings. Suspensions related to tardiness shall be removed after 12 months if the same infraction does not occur within that time frame.

Suspensions will be discarded from an employee's personnel file forth-eight (48) months from the date of the suspension was issued, provided the employee has not received discipline for the same or similar offense during that forty-eight (48) month period.

Once discipline is removed, it will not be considered in determining future disciplinary actions; provided, however, that neither the employee nor the Union will claim in any subsequent arbitration that the employee had a "clean" or unblemished" record. In the event the Union or the employee makes such claim or claims the County will be free to use any discipline issued to the employee regardless of the provisions of this Section.

For the purpose of the agreement, employee consultations are not considered discipline. Incident reports that do not result in discipline shall be removed from an employee record.

Letter of Notification:

A letter of notification will be given to the Union and the employee forty eight (48) hours in advance of a scheduled hearing that could lead to discipline. The notification will not unreasonably hinder or impact operation and/or an ongoing investigation of that employee or others. If the employee is not disciplined, the letter of notification will not be placed in the employees personnel file. The Employer or his/her designee will investigate matters specified in the above mentioned letter within thirty (30) days of the date in which the incident occurred.

No evaluation, disciplinary documents, or anonymous material shall be placed in any bargaining unit member's file without the employee being given a copy of the document. Any derogatory statements or documents placed in the employee's personnel file without the employees knowledge cannot be used at any forum and will be discarded. The employee will have the right to reply and any material placed in the personnel file. The employer may require all employees to acknowledge receipt of any documents presented to them that will be placed in the employees file. Acknowledgement of any documentation by the employee does not necessarily mead the person agrees with the documentation by that they have received a copy of it. Employees shall retain their right to grieve discipline in accordance with Article 11 of this agreement.

Section 14.9 Dignity and Respect:

The County and the Union agree to promote a professional working atmosphere. Employees who believe they have been subjected to unprofessional or inappropriate treatment by a supervisor or co-worker may raise their concern regarding said treatment with the manager of Labor Relations who will investigate the complaint and advise the employee of any action taken which has been deemed necessary and appropriate under the circumstances.

Section 14.10 Travel Reimbursement:

Employees required to use personally owned automobiles in the course of their employment shall be reimbursed in accordance with the Cook County Travel Expense Reimbursement Policy except that the reimbursement rate shall not at any time be less than the maximum allowable business standard mileage rate set by the Internal Revenue Service. Provided, however, that the Employer will have sixty (60) days to implement any revised rates from the effective date of such rate set by the Internal Revenue Service.

Section 14.11 Americans with Disabilities Act:

Whenever an employee (or the Union at the request of an employee) requests an accommodation under the Americans with Disabilities Act (AADA@), or an accommodation of an employee is otherwise contemplated by the Employer -- the Employer, the employee and the Union shall meet to discuss the matter.

It is the intent of the parties that any reasonable accommodations adopted by the Employer conform to the requirements of this Agreement where practicable. The Employer may take all steps necessary to comply with the ADA. Any such steps which might conflict with the terms of this Agreement shall be discussed with the Union prior to implementation. The parties shall cooperate in resolving potential conflicts between the Employee's obligation under the ADA and the rights of the Union. Neither party shall unreasonably withhold its consent to the reasonable accommodation of an employee. The Employer agrees that it shall not apply this Section in a discriminatory, arbitrary or capricious manner.

Nothing in this section shall require the employer to take any action which would violate the ADA or any other applicable statutes. Information obtained regarding the medical condition or history of an employee shall be treated in a confidential manner.

Section 14.12 Bilingual Pay:

Employees, whose positions require the employee to be bilingual, or to use sign language, shall receive an additional fifty dollars (\$50.00) per month.

Section 14.13 Welfare to Work:

1. Welfare recipients and participants in welfare to work initiatives will not displace or replace regular employees. For example, if there are ten (10) Clerk V's and five (5) welfare recipients and participants in welfare to work initiatives, and two (2) Clerk V's retire, the Employer will not replace the two (2) regular vacant positions with two (2) additional welfare recipients and participants in welfare to work initiatives raising their number to seven (7). This policy, however, does not require the Employer to fill vacancies which they desire to keep vacant.
2. Bargaining unit work that constitutes the normal duties and responsibilities of regular employees on current payroll will not be removed and reassigned to welfare recipients and participants in welfare to work initiatives. Welfare recipients and participants in welfare to work initiatives will be assigned work in a manner that will not jeopardize the job classification of the current employees.
3. Welfare recipients and participants in welfare to work initiatives will in no way interfere with the contractual procedures for filling vacancies. The contractual procedures will be used for filling bargaining unit vacancies.
4. The Union will be notified when the County determines to use welfare recipients and participants in welfare to work initiatives.

Section 14.14 Credit Union:

After approval by the County Board, the County shall deduct from the wages of the employees who so authorize deductions and remit payments to the Local 73 credit Union or the County's Pay Saver Credit Union.

Section 14.15 Mass Transit Benefit Program:

The County agrees to implement pre-tax payroll deductions for transportation expenses to the extent permissible by law when the County payroll system is capable. Quarterly status reports will be provided by the Employer.

Section 14.16 Lead Supervisor Defined:

Lead Supervisors are bargaining unit Employees who are regularly assigned by the Employer to direct and check the work of others. Under the supervision and direction of a manager, Leads may also perform the following duties:

1. Oversee the orientation and/or training of Employees and inform management of any barriers preventing successful completion of training;
2. Co-ordinate the workflow among Employees within the work area;
3. Provide technical or functional direction and support to Employees;
4. Inform management on the work environment, defined as department resources, staffing needs, training need and equipment needs; and
5. Besides these duties, Leads must participate in the regular work of their classification within the department.

Training for Union Lead Supervisors:

The Employer will provide all Leads training in a training program to insure their success in the Lead role.

Section 14.17 Dress Code:

Beginning January 2015, on a pilot basis, Management will review on an ongoing basis and reserve the right, with consultations with the union, to cancel this Article for violations by the employees.

Employees shall be allowed to dress casual on Fridays that fall on a pay date. That should include allowing employees to wear blue jeans and other appropriate appearing clothing. The employer shall provide a complete list of items that can be worn on Casual Friday.

Section 14.18 Extreme Weather/Emergency Conditions:

While it is recognized that the Cook County Recorder of Deeds has an obligation to maintain regular hours to the public, it is also recognized that there are emergencies which may necessitate closing all or part of a regular working day. In the event of severe weather conditions or other emergency conditions, and timely notice is provided to management, employees will be notified

via the Cook County Recorder of Deeds website of emergency closing and via a closure message on the main telephone, if and when the County enables this customization.

ARTICLE XV Office Equipment

Section 15.1 Introduction of New Automated Equipment:

The County will notify the Union at least three (3) months in advance of any proposed technological changes in the office, including the introduction of Video-Display-Terminals (VDTs). The County shall provide the Union with sufficient information regarding the proposed changes in order to determine the potential effects on the bargaining unit.

Upon request from the Union, and before the introduction of new automated equipment, the Employer will meet with the Union to discuss the effects of the proposed changes.

The County will make every reasonable effort to ensure that new job positions, or job positions requiring new skills or knowledge, are filled by affected bargaining unit employees, in accordance with Article IV, Section 4.2. The Employer agrees that whenever technological change requires new knowledge or skill on the part of employees, such employees shall be given reasonable opportunity to acquire the necessary knowledge and skills to perform the new duties competently.

Section 15.2 Computer Monitor Screens:

Employee complaints about computer monitor screen glare will be investigated and action taken to correct the problem within two (2) weeks of the complaint. If attempts to correct glare through modifications of the working environment do not succeed, the Employer will provide glare screens.

ARTICLE XVI Duration

Section 16.1 Term:

This Agreement shall become effective on December 1, 2012 and remain in effect through November 30, 2017. It shall automatically renew itself from year to year thereafter unless either party shall give written notice to the other party not less than ninety (90) calendar days prior to the expiration date, or any anniversary thereof, that it desires to modify or terminate this Agreement.

In the event such written notice is given by either party, this Agreement shall continue to remain in effect after the expiration date until a new Agreement has been reached or either party shall give the other party five (5) calendar days written notice of cancellation thereafter.

Section 16.2 Notice:

Any notice under this Agreement shall be given by registered or certified mail. If given by the Union, then such notice shall be addressed to the following individuals:

1. President
Board of Commissioners of Cook County
118 North Clark Street - Room 537
Chicago, IL 60602
2. Recorder of Cook County
118 North Clark Street - Room 212
Chicago, IL 60602
3. Chief, Bureau of Human Resources
118 North Clark Street - Room 840
Chicago, IL 60602

If given by the County, then such notice shall be addressed to:

Local 73 Service Employees International Union
300 S. Ashland, Suite 400
Chicago, IL 60607

Either party may, by like written notice, change the address to which notice to it shall be given.

Signed and entered into this 14th day DECEMBER, 2016.

COUNTY OF COOK:

By: Toni Preckwinkle
TONI PRECKWINKLE, President
Cook County Board of Commissioners

KAREN YARBROUGH
Recorder of Cook County

APPROVED BY THE BOARD OF
COOK COUNTY COMMISSIONERS

DEC 14 2016

COM _____

Attest:

DAVID D. ORR
Cook County Clerk

UNION: Local 73, Service Employees International Union (S.E.I.U.), AFL-CIO

By:

Eliseo Medina
ELISEO MEDINA, TRUSTEE

APPENDIX A
LOCAL 73 Recorder's Office Administrative Support Staff

<u>Job Code</u>	<u>Grade</u>	<u>Title</u>
0172	9	Bookkeeper II
0943		Bookkeeper Machine Op. II
0226		Cashier I
0905		Clerk III
0906		Clerk IV
2416		Security Officer I
0940		Typist III
0948	10	Calculating Machine Opr. II
0227		Cashier II
0141	11	Accountant I
0173		Bookkeeper III
0907		Clerk V
0935		Stenographer IV
0364		Tax Examiner III
0046	12	Administrative Assistant I
0945		Bookkeeping Machine Opr. IV
0228		Cashier III
0352		District Court Tax Collector
0243		Payroll Division Supervisor I
0360		Tax Collection Supervisor I
0142	13	Accountant II
0047	14	Administrative Assistant II
1122		Data Entry Manager
0917		Mail Section Supervisor
0359		Tax Collection Supervisor II
0373		Tax Section Supervisor
0143	15	Accountant III
0048	16	Administrative Assistant III
3639		Investigator II
0144	17	Accountant IV
6067		Store Keeper
1111	18	System Analyst II

APPENDIX A
LOCAL 73 Recorder's Office Supervisors

Job Code	Grade	Title
0047	14	Administrative Assistant II
0048	16	Administrative Assistant III
0050	18	Administrative Assistant IV
0144	17	Accountant IV
0800	15	Safety Inspector II

EFFECTIVE JUNE 1, 2013

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP
						AFTER 2 YEARS AT 5TH STEP	AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERV	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERV	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERV	
9	Hourly	13.907	14.538	15.245	15.981	16.718	17.513	18.011	18.192	18.728
	Bi-Weekly	1,112.56	1,163.04	1,219.60	1,278.48	1,337.44	1,401.04	1,440.88	1,455.36	1,498.24
	Annual	28,927	30,239	31,710	33,240	34,773	36,427	37,463	37,839	38,954
10	Hourly	14.896	15.591	16.324	17.114	17.938	18.776	19.134	19.336	19.908
	Bi-Weekly	1,191.68	1,247.28	1,305.92	1,369.12	1,435.04	1,502.08	1,530.72	1,546.88	1,592.64
	Annual	30,984	32,429	33,954	35,597	37,311	39,054	39,799	40,219	41,409
11	Hourly	15.981	16.718	17.513	18.330	19.237	20.212	20.617	20.808	21.445
	Bi-Weekly	1,278.48	1,337.44	1,401.04	1,466.40	1,538.96	1,616.96	1,649.36	1,664.64	1,715.60
	Annual	33,240	34,773	36,427	38,126	40,013	42,041	42,883	43,281	44,606
12	Hourly	17.114	17.938	18.776	19.680	20.693	21.651	22.075	22.295	22.972
	Bi-Weekly	1,369.12	1,435.04	1,502.08	1,574.40	1,655.44	1,732.08	1,766.00	1,783.60	1,837.76
	Annual	35,597	37,311	39,054	40,934	43,041	45,034	45,916	46,374	47,782
13	Hourly	18.330	19.237	20.212	21.187	22.147	23.255	23.719	23.947	24.671
	Bi-Weekly	1,466.40	1,538.96	1,616.96	1,694.96	1,771.76	1,860.40	1,897.52	1,915.76	1,973.68
	Annual	38,126	40,013	42,041	44,069	46,066	48,370	49,336	49,810	51,316
14	Hourly	19.680	20.693	21.651	22.744	23.821	24.951	25.467	25.720	26.496
	Bi-Weekly	1,574.40	1,655.44	1,732.08	1,819.52	1,905.68	1,996.08	2,037.36	2,057.60	2,119.68
	Annual	40,934	43,041	45,034	47,308	49,548	51,898	52,971	53,498	55,112
15	Hourly	21.187	22.147	23.255	24.408	25.633	26.839	27.381	27.661	28.486
	Bi-Weekly	1,694.96	1,771.76	1,860.40	1,952.64	2,050.64	2,147.12	2,190.48	2,212.88	2,278.88
	Annual	44,069	46,066	48,370	50,769	53,317	55,825	56,952	57,535	59,251
16	Hourly	22.744	23.821	24.951	26.145	27.407	28.677	29.268	29.552	30.442
	Bi-Weekly	1,819.52	1,905.68	1,996.08	2,091.60	2,192.56	2,294.16	2,341.44	2,364.16	2,435.36

EFFECTIVE JUNE 1, 2013

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP
						AFTER 2 YEARS AT 5TH STEP	AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC	
17	Hourly	24.408	25.633	26.839	28.089	29.478	30.935	31.540	31.842	32.805
	Bi-Weekly	1,952.64	2,050.64	2,147.12	2,247.12	2,358.24	2,474.80	2,523.20	2,547.36	2,624.40
	Annual	50,769	53,317	55,825	58,425	61,314	64,345	65,603	66,231	68,234
18	Hourly	26.145	27.407	28.677	30.103	31.491	33.045	33.721	34.040	35.094
	Bi-Weekly	2,091.60	2,192.56	2,294.16	2,408.24	2,519.28	2,643.60	2,697.68	2,723.20	2,807.52
	Annual	54,382	57,007	59,648	62,614	65,501	68,734	70,140	70,803	72,996
19	Hourly	28.677	30.103	31.491	33.045	34.607	36.266	36.818	37.176	38.302
	Bi-Weekly	2,294.16	2,408.24	2,519.28	2,643.60	2,768.56	2,901.28	2,945.44	2,974.08	3,064.16
	Annual	59,648	62,614	65,501	68,734	71,983	75,433	76,581	77,326	79,668
20	Hourly	31.491	33.045	34.607	36.266	37.978	39.832	40.417	40.808	42.039
	Bi-Weekly	2,519.28	2,643.60	2,768.56	2,901.28	3,038.24	3,186.56	3,233.36	3,264.64	3,363.12
	Annual	65,501	68,734	71,983	75,433	78,994	82,851	84,067	84,881	87,441
21	Hourly	34.607	36.266	37.978	39.832	41.722	43.752	44.401	44.843	46.203
	Bi-Weekly	2,768.56	2,901.28	3,038.24	3,186.56	3,337.76	3,500.16	3,552.08	3,587.44	3,696.24
	Annual	71,983	75,433	78,994	82,851	86,782	91,004	92,354	93,273	96,102
22	Hourly	37.978	39.832	41.722	43.752	45.784	47.991	48.696	49.180	50.654
	Bi-Weekly	3,038.24	3,186.56	3,337.76	3,500.16	3,662.72	3,839.28	3,895.68	3,934.40	4,052.32
	Annual	78,994	82,851	86,782	91,004	95,231	99,821	101,288	102,294	105,360
23	Hourly	39.832	41.722	43.752	45.784	47.991	50.379	51.125	51.635	53.196
	Bi-Weekly	3,186.56	3,337.76	3,500.16	3,662.72	3,839.28	4,030.32	4,090.00	4,130.80	4,255.68
	Annual	82,851	86,782	91,004	95,231	99,821	104,788	106,340	107,401	110,648

EFFECTIVE JUNE 1, 2014

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

								AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC
								AFTER 2 YEARS AT 5TH STEP		
GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP
9	Hourly	14.116	14.756	15.474	16.221	16.969	17.776	18.281	18.465	19.009
	Bi-Weekly	1,129.28	1,180.48	1,237.92	1,297.68	1,357.52	1,422.08	1,462.48	1,477.20	1,520.72
	Annual	29,361	30,692	32,186	33,740	35,296	36,974	38,024	38,407	39,539
10	Hourly	15.119	15.825	16.569	17.371	18.207	19.058	19.421	19.626	20.207
	Bi-Weekly	1,209.52	1,266.00	1,325.52	1,389.68	1,456.56	1,524.64	1,553.68	1,570.08	1,616.56
	Annual	31,448	32,916	34,464	36,132	37,871	39,641	40,396	40,822	42,031
11	Hourly	16.221	16.969	17.776	18.605	19.526	20.515	20.926	21.120	21.767
	Bi-Weekly	1,297.68	1,357.52	1,422.08	1,488.40	1,562.08	1,641.20	1,674.08	1,689.60	1,741.36
	Annual	33,740	35,296	36,974	38,698	40,614	42,671	43,526	43,930	45,275
12	Hourly	17.371	18.207	19.058	19.975	21.003	21.976	22.406	22.629	23.317
	Bi-Weekly	1,389.68	1,456.56	1,524.64	1,598.00	1,680.24	1,758.08	1,792.48	1,810.32	1,865.36
	Annual	36,132	37,871	39,641	41,548	43,686	45,710	46,604	47,068	48,499
13	Hourly	18.605	19.526	20.515	21.505	22.479	23.604	24.075	24.306	25.041
	Bi-Weekly	1,488.40	1,562.08	1,641.20	1,720.40	1,798.32	1,888.32	1,926.00	1,944.48	2,003.28
	Annual	38,698	40,614	42,671	44,730	46,756	49,096	50,076	50,556	52,085
14	Hourly	19.975	21.003	21.976	23.085	24.178	25.325	25.849	26.106	26.893
	Bi-Weekly	1,598.00	1,680.24	1,758.08	1,846.80	1,934.24	2,026.00	2,067.92	2,088.48	2,151.44
	Annual	41,548	43,686	45,710	48,017	50,290	52,676	53,766	54,300	55,937
15	Hourly	21.505	22.479	23.604	24.774	26.017	27.242	27.792	28.076	28.913
	Bi-Weekly	1,720.40	1,798.32	1,888.32	1,981.92	2,081.36	2,179.36	2,223.36	2,246.08	2,313.04
	Annual	44,730	46,756	49,096	51,530	54,115	56,663	57,807	58,398	60,139
16	Hourly	23.085	24.178	25.325	26.537	27.818	29.107	29.707	29.995	30.899
	Bi-Weekly	1,846.80	1,934.24	2,026.00	2,122.96	2,225.44	2,328.56	2,376.56	2,399.60	2,471.92

EFFECTIVE JUNE 1, 2014

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

							AFTER 2 YEARS AT 5TH STEP	AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC
GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP
17	Annual	48,017	50,290	52,676	55,197	57,861	60,543	61,791	62,390	64,270
	Hourly	24.774	26.017	27.242	28.510	29.920	31.399	32.013	32.320	33.297
	Bi-Weekly	1,981.92	2,081.36	2,179.36	2,280.80	2,393.60	2,511.92	2,561.04	2,585.60	2,663.76
	Annual	51,530	54,115	56,663	59,301	62,234	65,310	66,587	67,226	69,258
18	Hourly	26.537	27.818	29.107	30.555	31.963	33.541	34.227	34.551	35.620
	Bi-Weekly	2,122.96	2,225.44	2,328.56	2,444.40	2,557.04	2,683.28	2,738.16	2,764.08	2,849.60
	Annual	55,197	57,861	60,543	63,554	66,483	69,765	71,192	71,866	74,090
19	Hourly	29.107	30.555	31.963	33.541	35.126	36.810	37.370	37.734	38.877
	Bi-Weekly	2,328.56	2,444.40	2,557.04	2,683.28	2,810.08	2,944.80	2,989.60	3,018.72	3,110.16
	Annual	60,543	63,554	66,483	69,765	73,062	76,565	77,730	78,487	80,864
20	Hourly	31.963	33.541	35.126	36.810	38.548	40.429	41.023	41.420	42.670
	Bi-Weekly	2,557.04	2,683.28	2,810.08	2,944.80	3,083.84	3,234.32	3,281.84	3,313.60	3,413.60
	Annual	66,483	69,765	73,062	76,565	80,180	84,092	85,328	86,154	88,754
21	Hourly	35.126	36.810	38.548	40.429	42.348	44.408	45.067	45.516	46.896
	Bi-Weekly	2,810.08	2,944.80	3,083.84	3,234.32	3,387.84	3,552.64	3,605.36	3,641.28	3,751.68
	Annual	73,062	76,565	80,180	84,092	88,084	92,369	93,739	94,673	97,544
22	Hourly	38.548	40.429	42.348	44.408	46.471	48.711	49.426	49.918	51.414
	Bi-Weekly	3,083.84	3,234.32	3,387.84	3,552.64	3,717.68	3,896.88	3,954.08	3,993.44	4,113.12
	Annual	80,180	84,092	88,084	92,369	96,660	101,319	102,806	103,829	106,941
23	Hourly	40.429	42.348	44.408	46.471	48.711	51.135	51.892	52.410	53.994
	Bi-Weekly	3,234.32	3,387.84	3,552.64	3,717.68	3,896.88	4,090.80	4,151.36	4,192.80	4,319.52
	Annual	84,092	88,084	92,369	96,660	101,319	106,361	107,935	109,013	112,308

EFFECTIVE JUNE 1, 2015

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

							AFTER 2 YEARS AT 5TH STEP	AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC
GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP
9	Hourly	14.398	15.051	15.783	16.545	17.308	18.132	18.647	18.834	19.389
	Bi-Weekly	1,151.84	1,204.08	1,262.64	1,323.60	1,384.64	1,450.56	1,491.76	1,506.72	1,551.12
	Annual	29,948	31,306	32,829	34,414	36,001	37,715	38,786	39,175	40,329
10	Hourly	15.421	16.142	16.900	17.718	18.571	19.439	19.809	20.019	20.611
	Bi-Weekly	1,233.68	1,291.36	1,352.00	1,417.44	1,485.68	1,555.12	1,584.72	1,601.52	1,648.88
	Annual	32,076	33,575	35,152	36,853	38,628	40,433	41,203	41,640	42,871
11	Hourly	16.545	17.308	18.132	18.977	19.917	20.925	21.345	21.542	22.202
	Bi-Weekly	1,323.60	1,384.64	1,450.56	1,518.16	1,593.36	1,674.00	1,707.60	1,723.36	1,776.16
	Annual	34,414	36,001	37,715	39,472	41,427	43,524	44,398	44,807	46,180
12	Hourly	17.718	18.571	19.439	20.375	21.423	22.416	22.854	23.082	23.783
	Bi-Weekly	1,417.44	1,485.68	1,555.12	1,630.00	1,713.84	1,793.28	1,828.32	1,846.56	1,902.64
	Annual	36,853	38,628	40,433	42,380	44,560	46,625	47,536	48,011	49,469
13	Hourly	18.977	19.917	20.925	21.935	22.929	24.076	24.557	24.792	25.542
	Bi-Weekly	1,518.16	1,593.36	1,674.00	1,754.80	1,834.32	1,926.08	1,964.56	1,983.36	2,043.36
	Annual	39,472	41,427	43,524	45,625	47,692	50,078	51,079	51,567	53,127
14	Hourly	20.375	21.423	22.416	23.547	24.662	25.832	26.366	26.628	27.431
	Bi-Weekly	1,630.00	1,713.84	1,793.28	1,883.76	1,972.96	2,066.56	2,109.28	2,130.24	2,194.48
	Annual	42,380	44,560	46,625	48,978	51,297	53,731	54,841	55,386	57,056
15	Hourly	21.935	22.929	24.076	25.269	26.537	27.787	28.348	28.638	29.491
	Bi-Weekly	1,754.80	1,834.32	1,926.08	2,021.52	2,122.96	2,222.96	2,267.84	2,291.04	2,359.28
	Annual	45,625	47,692	50,078	52,560	55,197	57,797	58,964	59,567	61,341
16	Hourly	23.547	24.662	25.832	27.068	28.374	29.689	30.301	30.595	31.517
	Bi-Weekly	1,883.76	1,972.96	2,066.56	2,165.44	2,269.92	2,375.12	2,424.08	2,447.60	2,521.36

EFFECTIVE JUNE 1, 2015

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

							AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC	
							AFTER 2 YEARS AT 5TH STEP			
GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP
17	Annual	48,978	51,297	53,731	56,301	59,018	61,753	63,026	63,638	65,555
	Hourly	25.269	26.537	27.787	29.080	30.518	32.027	32.653	32.966	33.963
	Bi-Weekly	2,021.52	2,122.96	2,222.96	2,326.40	2,441.44	2,562.16	2,612.24	2,637.28	2,717.04
	Annual	52,560	55,197	57,797	60,486	63,477	66,616	67,918	68,569	70,643
18	Hourly	27.068	28.374	29.689	31.166	32.602	34.212	34.912	35.242	36.332
	Bi-Weekly	2,165.44	2,269.92	2,375.12	2,493.28	2,608.16	2,736.96	2,792.96	2,819.36	2,906.56
	Annual	56,301	59,018	61,753	64,825	67,812	71,161	72,617	73,303	75,571
19	Hourly	29.689	31.166	32.602	34.212	35.829	37.546	38.117	38.489	39.655
	Bi-Weekly	2,375.12	2,493.28	2,608.16	2,736.96	2,866.32	3,003.68	3,049.36	3,079.12	3,172.40
	Annual	61,753	64,825	67,812	71,161	74,524	78,096	79,283	80,057	82,482
20	Hourly	32.602	34.212	35.829	37.546	39.319	41.238	41.843	42.248	43.523
	Bi-Weekly	2,608.16	2,736.96	2,866.32	3,003.68	3,145.52	3,299.04	3,347.44	3,379.84	3,481.84
	Annual	67,812	71,161	74,524	78,096	81,784	85,775	87,033	87,876	90,528
21	Hourly	35.829	37.546	39.319	41.238	43.195	45.296	45.968	46.426	47.834
	Bi-Weekly	2,866.32	3,003.68	3,145.52	3,299.04	3,455.60	3,623.68	3,677.44	3,714.08	3,826.72
	Annual	74,524	78,096	81,784	85,775	89,846	94,216	95,613	96,566	99,495
22	Hourly	39.319	41.238	43.195	45.296	47.400	49.685	50.415	50.916	52.442
	Bi-Weekly	3,145.52	3,299.04	3,455.60	3,623.68	3,792.00	3,974.80	4,033.20	4,073.28	4,195.36
	Annual	81,784	85,775	89,846	94,216	98,592	103,345	104,863	105,905	109,079
23	Hourly	41.238	43.195	45.296	47.400	49.685	52.158	52.930	53.458	55.074
	Bi-Weekly	3,299.04	3,455.60	3,623.68	3,792.00	3,974.80	4,172.64	4,234.40	4,276.64	4,405.92
	Annual	85,775	89,846	94,216	98,592	103,345	108,489	110,094	111,193	114,554

EFFECTIVE DECEMBER 1, 2015

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

		AFTER 2 YEARS AT 5TH STEP						AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC
GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP
9	Hourly	14.686	15.352	16.099	16.876	17.654	18.495	19.020	19.211	19.777
	Bi-Weekly	1,174.88	1,228.16	1,287.92	1,350.08	1,412.32	1,479.60	1,521.60	1,536.88	1,582.16
	Annual	30,547	31,932	33,486	35,102	36,720	38,470	39,562	39,959	41,136
10	Hourly	15.729	16.465	17.238	18.072	18.942	19.828	20.205	20.419	21.023
	Bi-Weekly	1,258.32	1,317.20	1,379.04	1,445.76	1,515.36	1,586.24	1,616.40	1,633.52	1,681.84
	Annual	32,716	34,247	35,855	37,590	39,399	41,242	42,026	42,472	43,728
11	Hourly	16.876	17.654	18.495	19.357	20.315	21.344	21.772	21.973	22.646
	Bi-Weekly	1,350.08	1,412.32	1,479.60	1,548.56	1,625.20	1,707.52	1,741.76	1,757.84	1,811.68
	Annual	35,102	36,720	38,470	40,263	42,255	44,396	45,286	45,704	47,104
12	Hourly	18.072	18.942	19.828	20.783	21.851	22.864	23.311	23.544	24.259
	Bi-Weekly	1,445.76	1,515.36	1,586.24	1,662.64	1,748.08	1,829.12	1,864.88	1,883.52	1,940.72
	Annual	37,590	39,399	41,242	43,229	45,450	47,557	48,487	48,972	50,459
13	Hourly	19.357	20.315	21.344	22.374	23.388	24.558	25.048	25.288	26.053
	Bi-Weekly	1,548.56	1,625.20	1,707.52	1,789.92	1,871.04	1,964.64	2,003.84	2,023.04	2,084.24
	Annual	40,263	42,255	44,396	46,538	48,647	51,081	52,100	52,599	54,190
14	Hourly	20.783	21.851	22.864	24.018	25.155	26.349	26.893	27.161	27.980
	Bi-Weekly	1,662.64	1,748.08	1,829.12	1,921.44	2,012.40	2,107.92	2,151.44	2,172.88	2,238.40
	Annual	43,229	45,450	47,557	49,957	52,322	54,806	55,937	56,495	58,198
15	Hourly	22.374	23.388	24.558	25.774	27.068	28.343	28.915	29.211	30.081
	Bi-Weekly	1,789.92	1,871.04	1,964.64	2,061.92	2,165.44	2,267.44	2,313.20	2,336.88	2,406.48
	Annual	46,538	48,647	51,081	53,610	56,301	58,953	60,143	60,759	62,568
16	Hourly	24.018	25.155	26.349	27.609	28.941	30.283	30.907	31.207	32.147
	Bi-Weekly	1,921.44	2,012.40	2,107.92	2,208.72	2,315.28	2,422.64	2,472.56	2,496.56	2,571.76

EFFECTIVE DECEMBER 1, 2015

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

												AFTER 2 YEARS AT 5TH STEP	AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC
GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP					
17	Annual	49,957	52,322	54,806	57,427	60,197	62,989	64,287	64,911	66,866					
	Hourly	25.774	27.068	28.343	29.662	31.128	32.668	33.306	33.625	34.642					
	Bi-Weekly	2,061.92	2,165.44	2,267.44	2,372.96	2,490.24	2,613.44	2,664.48	2,690.00	2,771.36					
	Annual	53,610	56,301	58,953	61,697	64,746	67,949	69,276	69,940	72,055					
18	Hourly	27.609	28.941	30.283	31.789	33.254	34.896	35.610	35.947	37.059					
	Bi-Weekly	2,208.72	2,315.28	2,422.64	2,543.12	2,660.32	2,791.68	2,848.80	2,875.76	2,964.72					
	Annual	57,427	60,197	62,989	66,121	69,168	72,584	74,069	74,770	77,083					
19	Hourly	30.283	31.789	33.254	34.896	36.546	38.297	38.879	39.259	40.448					
	Bi-Weekly	2,422.64	2,543.12	2,660.32	2,791.68	2,923.68	3,063.76	3,110.32	3,140.72	3,235.84					
	Annual	62,989	66,121	69,168	72,584	76,016	79,658	80,868	81,659	84,132					
20	Hourly	33.254	34.896	36.546	38.297	40.105	42.063	42.680	43.093	44.393					
	Bi-Weekly	2,660.32	2,791.68	2,923.68	3,063.76	3,208.40	3,365.04	3,414.40	3,447.44	3,551.44					
	Annual	69,168	72,584	76,016	79,658	83,418	87,491	88,774	89,633	92,337					
21	Hourly	36.546	38.297	40.105	42.063	44.059	46.202	46.887	47.355	48.791					
	Bi-Weekly	2,923.68	3,063.76	3,208.40	3,365.04	3,524.72	3,696.16	3,750.96	3,788.40	3,903.28					
	Annual	76,016	79,658	83,418	87,491	91,643	96,100	97,525	98,498	101,485					
22	Hourly	40.105	42.063	44.059	46.202	48.348	50.679	51.423	51.934	53.491					
	Bi-Weekly	3,208.40	3,365.04	3,524.72	3,696.16	3,867.84	4,054.32	4,113.84	4,154.72	4,279.28					
	Annual	83,418	87,491	91,643	96,100	100,564	105,412	106,960	108,023	111,261					
23	Hourly	42.063	44.059	46.202	48.348	50.679	53.201	53.989	54.527	56.175					
	Bi-Weekly	3,365.04	3,524.72	3,696.16	3,867.84	4,054.32	4,256.08	4,319.12	4,362.16	4,494.00					
	Annual	87,491	91,643	96,100	100,564	105,412	110,658	112,297	113,416	116,844					

EFFECTIVE DECEMBER 1, 2016

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

							AFTER 2 YEARS AT 5TH STEP	AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC
GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP
9	Hourly	15.016	15.697	16.461	17.256	18.051	18.911	19.448	19.643	20.222
	Bi-Weekly	1,201.28	1,255.76	1,316.88	1,380.48	1,444.08	1,512.88	1,555.84	1,571.44	1,617.76
	Annual	31,233	32,650	34,239	35,892	37,546	39,335	40,452	40,857	42,062
10	Hourly	16.083	16.835	17.626	18.479	19.368	20.274	20.660	20.878	21.496
	Bi-Weekly	1,286.64	1,346.80	1,410.08	1,478.32	1,549.44	1,621.92	1,652.80	1,670.24	1,719.68
	Annual	33,453	35,017	36,662	38,436	40,285	42,170	42,973	43,426	44,712
11	Hourly	17.256	18.051	18.911	19.793	20.772	21.824	22.262	22.467	23.156
	Bi-Weekly	1,380.48	1,444.08	1,512.88	1,583.44	1,661.76	1,745.92	1,780.96	1,797.36	1,852.48
	Annual	35,892	37,546	39,335	41,169	43,206	45,394	46,305	46,731	48,164
12	Hourly	18.479	19.368	20.274	21.251	22.343	23.378	23.835	24.074	24.805
	Bi-Weekly	1,478.32	1,549.44	1,621.92	1,700.08	1,787.44	1,870.24	1,906.80	1,925.92	1,984.40
	Annual	38,436	40,285	42,170	44,202	46,473	48,626	49,577	50,074	51,594
13	Hourly	19.793	20.772	21.824	22.877	23.914	25.111	25.612	25.857	26.639
	Bi-Weekly	1,583.44	1,661.76	1,745.92	1,830.16	1,913.12	2,008.88	2,048.96	2,068.56	2,131.12
	Annual	41,169	43,206	45,394	47,584	49,741	52,231	53,273	53,783	55,409
14	Hourly	21.251	22.343	23.378	24.558	25.721	26.942	27.498	27.772	28.610
	Bi-Weekly	1,700.08	1,787.44	1,870.24	1,964.64	2,057.68	2,155.36	2,199.84	2,221.76	2,288.80
	Annual	44,202	46,473	48,626	51,081	53,500	56,039	57,196	57,766	59,509
15	Hourly	22.877	23.914	25.111	26.354	27.677	28.981	29.566	29.868	30.758
	Bi-Weekly	1,830.16	1,913.12	2,008.88	2,108.32	2,214.16	2,318.48	2,365.28	2,389.44	2,460.64
	Annual	47,584	49,741	52,231	54,816	57,568	60,280	61,497	62,125	63,977
16	Hourly	24.558	25.721	26.942	28.230	29.592	30.964	31.602	31.909	32.870
	Bi-Weekly	1,964.64	2,057.68	2,155.36	2,258.40	2,367.36	2,477.12	2,528.16	2,552.72	2,629.60

EFFECTIVE DECEMBER 1, 2016

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

		AFTER 2 YEARS AT 5TH STEP						AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC
GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP
	Annual	51,081	53,500	56,039	58,718	61,551	64,405	65,732	66,371	68,370
17	Hourly	26.354	27.677	28.981	30.329	31.828	33.403	34.055	34.382	35.421
	Bi-Weekly	2,108.32	2,214.16	2,318.48	2,426.32	2,546.24	2,672.24	2,724.40	2,750.56	2,833.68
	Annual	54,816	57,568	60,280	63,084	66,202	69,478	70,834	71,515	73,676
18	Hourly	28.230	29.592	30.964	32.504	34.002	35.681	36.411	36.756	37.893
	Bi-Weekly	2,258.40	2,367.36	2,477.12	2,600.32	2,720.16	2,854.48	2,912.88	2,940.48	3,031.44
	Annual	58,718	61,551	64,405	67,608	70,724	74,216	75,735	76,452	78,817
19	Hourly	30.964	32.504	34.002	35.681	37.368	39.159	39.754	40.142	41.358
	Bi-Weekly	2,477.12	2,600.32	2,720.16	2,854.48	2,989.44	3,132.72	3,180.32	3,211.36	3,308.64
	Annual	64,405	67,608	70,724	74,216	77,725	81,451	82,688	83,495	86,025
20	Hourly	34.002	35.681	37.368	39.159	41.007	43.009	43.640	44.063	45.392
	Bi-Weekly	2,720.16	2,854.48	2,989.44	3,132.72	3,280.56	3,440.72	3,491.20	3,525.04	3,631.36
	Annual	70,724	74,216	77,725	81,451	85,295	89,459	90,771	91,651	94,415
21	Hourly	37.368	39.159	41.007	43.009	45.050	47.242	47.942	48.420	49.889
	Bi-Weekly	2,989.44	3,132.72	3,280.56	3,440.72	3,604.00	3,779.36	3,835.36	3,873.60	3,991.12
	Annual	77,725	81,451	85,295	89,459	93,704	98,263	99,719	100,714	103,769
22	Hourly	41.007	43.009	45.050	47.242	49.436	51.819	52.580	53.103	54.695
	Bi-Weekly	3,280.56	3,440.72	3,604.00	3,779.36	3,954.88	4,145.52	4,206.40	4,248.24	4,375.60
	Annual	85,295	89,459	93,704	98,263	102,827	107,784	109,366	110,454	113,766
23	Hourly	43.009	45.050	47.242	49.436	51.819	54.398	55.204	55.754	57.439
	Bi-Weekly	3,440.72	3,604.00	3,779.36	3,954.88	4,145.52	4,351.84	4,416.32	4,460.32	4,595.12
	Annual	89,459	93,704	98,263	102,827	107,784	113,148	114,824	115,968	119,473

EFFECTIVE JUNE 1, 2017

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

								AFTER 2 YEARS AT 5TH STEP	AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC
GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP	
9	Hourly	15.316	16.011	16.790	17.601	18.412	19.289	19.837	20.036	20.626	
	Bi-Weekly	1,225.28	1,280.88	1,343.20	1,408.08	1,472.96	1,543.12	1,586.96	1,602.88	1,650.08	
	Annual	31,857	33,303	34,923	36,610	38,297	40,121	41,261	41,675	42,902	
10	Hourly	16.405	17.172	17.979	18.849	19.755	20.679	21.073	21.296	21.926	
	Bi-Weekly	1,312.40	1,373.76	1,438.32	1,507.92	1,580.40	1,654.32	1,685.84	1,703.68	1,754.08	
	Annual	34,122	35,718	37,396	39,206	41,090	43,012	43,832	44,296	45,606	
11	Hourly	17.601	18.412	19.289	20.189	21.187	22.260	22.707	22.916	23.619	
	Bi-Weekly	1,408.08	1,472.96	1,543.12	1,615.12	1,694.96	1,780.80	1,816.56	1,833.28	1,889.52	
	Annual	36,610	38,297	40,121	41,993	44,069	46,301	47,231	47,665	49,128	
12	Hourly	18.849	19.755	20.679	21.676	22.790	23.846	24.312	24.555	25.301	
	Bi-Weekly	1,507.92	1,580.40	1,654.32	1,734.08	1,823.20	1,907.68	1,944.96	1,964.40	2,024.08	
	Annual	39,206	41,090	43,012	45,086	47,403	49,600	50,569	51,074	52,626	
13	Hourly	20.189	21.187	22.260	23.335	24.392	25.613	26.124	26.374	27.172	
	Bi-Weekly	1,615.12	1,694.96	1,780.80	1,866.80	1,951.36	2,049.04	2,089.92	2,109.92	2,173.76	
	Annual	41,993	44,069	46,301	48,537	50,735	53,275	54,338	54,858	56,518	
14	Hourly	21.676	22.790	23.846	25.049	26.235	27.481	28.048	28.327	29.182	
	Bi-Weekly	1,734.08	1,823.20	1,907.68	2,003.92	2,098.80	2,198.48	2,243.84	2,266.16	2,334.56	
	Annual	45,086	47,403	49,600	52,102	54,569	57,160	58,340	58,920	60,699	
15	Hourly	23.335	24.392	25.613	26.881	28.231	29.561	30.157	30.465	31.373	
	Bi-Weekly	1,866.80	1,951.36	2,049.04	2,150.48	2,258.48	2,364.88	2,412.56	2,437.20	2,509.84	
	Annual	48,537	50,735	53,275	55,912	58,720	61,487	62,727	63,367	65,256	
16	Hourly	25.049	26.235	27.481	28.795	30.184	31.583	32.234	32.547	33.527	

EFFECTIVE JUNE 1, 2017

SCHEDULE I
BUREAU OF HUMAN RESOURCES
CORPORATE - SEIU LOCAL 73

												AFTER 2 YEARS AT 5TH STEP	AFTER 1 YR AT 1ST LONGEVITY RATE & 10 YRS SERVC	AFTER 1 YR AT 2ND LONGEVITY RATE & 15 YRS SERVC	AFTER 1 YR AT 3RD LONGEVITY RATE & 20 YRS SERVC
GD		1ST STEP	2ND STEP	3RD STEP	4TH STEP	5TH STEP	6TH STEP	7TH STEP	8TH STEP	9TH STEP					
	Bi-Weekly	2,003.92	2,098.80	2,198.48	2,303.60	2,414.72	2,526.64	2,578.72	2,603.76	2,682.16					
	Annual	52,102	54,569	57,160	59,894	62,783	65,693	67,047	67,698	69,736					
17	Hourly	26.881	28.231	29.561	30.936	32.465	34.071	34.736	35.070	36.129					
	Bi-Weekly	2,150.48	2,258.48	2,364.88	2,474.88	2,597.20	2,725.68	2,778.88	2,805.60	2,890.32					
	Annual	55,912	58,720	61,487	64,347	67,527	70,868	72,251	72,946	75,148					
18	Hourly	28.795	30.184	31.583	33.154	34.682	36.395	37.139	37.491	38.651					
	Bi-Weekly	2,303.60	2,414.72	2,526.64	2,652.32	2,774.56	2,911.60	2,971.12	2,999.28	3,092.08					
	Annual	59,894	62,783	65,693	68,960	72,139	75,702	77,249	77,981	80,394					
19	Hourly	31.583	33.154	34.682	36.395	38.115	39.942	40.549	40.945	42.185					
	Bi-Weekly	2,526.64	2,652.32	2,774.56	2,911.60	3,049.20	3,195.36	3,243.92	3,275.60	3,374.80					
	Annual	65,693	68,960	72,139	75,702	79,279	83,079	84,342	85,166	87,745					
20	Hourly	34.682	36.395	38.115	39.942	41.827	43.869	44.513	44.944	46.300					
	Bi-Weekly	2,774.56	2,911.60	3,049.20	3,195.36	3,346.16	3,509.52	3,561.04	3,595.52	3,704.00					
	Annual	72,139	75,702	79,279	83,079	87,000	91,248	92,587	93,484	96,304					
21	Hourly	38.115	39.942	41.827	43.869	45.951	48.187	48.901	49.388	50.887					
	Bi-Weekly	3,049.20	3,195.36	3,346.16	3,509.52	3,676.08	3,854.96	3,912.08	3,951.04	4,070.96					
	Annual	79,279	83,079	87,000	91,248	95,578	100,229	101,714	102,727	105,845					
22	Hourly	41.827	43.869	45.951	48.187	50.425	52.855	53.632	54.165	55.789					
	Bi-Weekly	3,346.16	3,509.52	3,676.08	3,854.96	4,034.00	4,228.40	4,290.56	4,333.20	4,463.12					
	Annual	87,000	91,248	95,578	100,229	104,884	109,938	111,555	112,663	116,041					
23	Hourly	43.869	45.951	48.187	50.425	52.855	55.486	56.308	56.869	58.588					
	Bi-Weekly	3,509.52	3,676.08	3,854.96	4,034.00	4,228.40	4,438.88	4,504.64	4,549.52	4,687.04					
	Annual	91,248	95,578	100,229	104,884	109,938	115,411	117,121	118,288	121,863					

Cook County Benefit Overview

HMO(s)	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
Classic Blue Option	In Effect	Eliminated
Out of Pocket Maximum	Drug Copays do not accumulate to OOP Max	All Copays accumulate to OOP Max
Out of Pocket Maximum	\$1,500 single / \$3,000 family	\$1,600 single / \$3,200 family
Inpatient Facility	\$100 copay per admit	\$100 copay per admit
Preventive	\$10 copay	\$0 copay (100% Covered)
Other PCP / Urgent Care	\$10 copay	\$15 copay
Specialists	\$10 copay	\$20 copay
X-Ray / Diagnostic tests (performed in lab or hospital)	\$0 copay	\$0 copay
Accident / illness	\$10 copay	\$15 copay
Emergency Room	\$40 copay	\$75 copay
PPO	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
Deductible and Out of Pocket Maximum	Copay and Deductibles do not accumulate to OOP Max	Copay and Deductibles do accumulate to OOP Max
Annual Deductible	\$125 / \$250 (Single / Family) 2x Out of Network	\$350 / \$700 (Single / Family) 2x Out of Network
Out of Pocket Maximum	\$1,500/\$3,000 (Single / Family) 2x Out of Network	\$1,600/\$3,200 (Single / Family) 2x Out of Network
Inpatient Facility	90% In network / 60% Out of network	90% In network / 60% Out of network
Preventive	90% coinsurance after \$25 copay / 60% Out of network	\$0 copay (100% Covered)

PCP	90% coinsurance after \$25 copay / 60% Out of network	90% coinsurance after \$25 copay / 60% Out of network
Specialists	90% coinsurance after \$25 copay / 60% Out of network	90% coinsurance after \$35 copay / 60% Out of network
X-Ray / Diagnostic tests (performed in lab or hospital)	90% In network 60% Out of network	90% in network 60% Out of network
Accident / Illness	90% coinsurance after \$25 copay / 60% Out of network	90% coinsurance after \$25 copay / 60% Out of network
Emergency Room – In / Out of Network	\$40 copay	\$75 copay

Drug	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
Prescription Drugs – Retail	Generic: \$7 copay Brand Formulary: \$15 copay Brand Non-Formulary: \$25 copay Mail Order: 2 x retail	Generic: \$10 copay Brand Formulary: \$25 copay Brand Non-Formulary: \$40 copay Mail Order: 2 x retail
Generic Step Therapy	N/A	PBM's generic step therapy program
Mandatory Maintenance Choice	N/A	Mandatory mail-order for maintenance drugs
Vision	Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
Eye Examination	\$0 copay Once per 12 months	\$0 copay Once per 12 months
Eyeglass Lenses*	\$0 copay standard uncoated plastic Once per 12 months	\$0 copay standard uncoated plastic Once per 12 months
Frames	\$0 copay up to \$100 / Amount over \$100 less 10% Once per 24 months	\$0 copay up to \$100 / Amount over \$100 less 10% Once per 24 months
Contact Lenses*	\$0 copay up to \$100 Once per 12 months	\$0 copay up to \$100 Once per 12 months

***Either eyeglass lenses OR contact lenses are covered every 12 months**

Cook County Benefit Overview (Cont.)

Dental – HMO		Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
<i>Annual Deductible</i>		\$0 (None)	\$0 (None)
<i>Benefit Period Maximum</i>		None	None
<i>Preventive</i>		100% of Maximum Allowance Includes 2 exams / cleanings per benefit period; Includes fluoride treatments under age 19	Requires a Maximum Allowance Includes 2 exams / cleanings per benefit period; Includes fluoride treatments under age 19
<i>Basic Benefits</i>		Requires a copayment for each specific service; Copayments equal a discount of approximately 70%	Requires a copayment for each specific service; Copayments equal a discount of approximately 70%
<i>Major Services</i>		Requires a copayment for each specific service; Copayments equal a discount of approximately 60%	Requires a copayment for each specific service; Copayments equal a discount of approximately 60%
<i>Orthodontics</i>		Requires copayments; Copayments equal a discount of approximately 25%; Max one full course of treatment for dependent children under 19	Requires copayments; Copayments equal a discount of approximately 25%; Max one full course of treatment for dependent children under 19
Dental – PPO		Benefits Effective until 11/30/2015	Benefits Effective 12/1/2015
<i>Annual Deductible</i>		\$25 Individual / \$100 Family (In network) \$50 Individual / \$200 Family (Out of network)	\$25 Individual / \$100 Family (In network) \$50 Individual / \$200 Family (Out of network)
<i>Preventive (2 exams / cleanings per Benefit Period)</i>		100% of Maximum Allowance (In network) 80% of Maximum Allowance (Out of network)	100% of Maximum Allowance (In network) 80% of Maximum Allowance (Out of network)
<i>Primary Services X-Rays Space Maintainers</i>		80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)

<i>Restorative Services Routine Fillings</i>	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)
<i>Emergency Services</i>	80% of Maximum Allowance (In network) 80% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 80% of Maximum Allowance (Out of network)
<i>Endodontics</i>	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)
<i>Periodontics</i>	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)
<i>Oral Surgery</i>	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)	80% of Maximum Allowance (In network) 60% of Maximum Allowance (Out of network)
<i>Prosthetics</i>	50% of Maximum Allowance (In and out of network)	50% of Maximum Allowance (In and out of network)
<i>Orthodontics</i>	50% up to a lifetime max of \$1,250 (In and out of network)	50% up to a lifetime max of \$1,250 (In and out of network)

Cook County Benefit Overview (Cont.)

Employee Contributions – As a Percentage of Salary (Pre-Tax)

Blue Advantage HMO	Effective until 11/30/2015	Effective 12/1/2015	Effective 12/1/2016
Employee Only	0.50%	1.00%	1.50%
Employee + Spouse	1.00%	1.50%	2.00%
Employee + Child(ren)	0.75%	1.25%	1.75%
Employee + Family	1.25%	1.75%	2.25%

PPO	Effective until 11/30/2015	Effective 12/1/2015	Effective 12/1/2016
Employee Only	1.50%	2.00%	2.50%
Employee + Spouse	2.00%	2.50%	3.00%
Employee + Child(ren)	1.75%	2.25%	2.75%
Employee + Family	2.25%	2.75%	3.25%

Dental	Effective until 11/30/2015	Effective 12/1/2015	Effective 12/1/2016
HMO	\$0	\$0	\$0
PPO	\$0	\$0	\$0

Vision	Effective until 11/30/2015	Effective 12/1/2015	Effective 12/1/2016
Vision Plan	\$0	\$0	\$0